

CITY OF LOS ANGELES
COMMUNITY DEVELOPMENT DEPARTMENT (CDD)
COMMUNITY ADMINISTRATIVE SUPPORT WORKER II (CASW II)
PART- TIME EMPLOYMENT OPPORTUNITIES

The Community Development Department (CDD) of the City of Los Angeles is currently accepting applications for Community Administrative Support Worker II (Program Assistant) positions in the CDD Headquarters Office and Regional Offices located city-wide.

CASW II (PROGRAM ASSISTANT)
\$12.67 per hour

The CASW II (Program Assistant) will assist in all aspects of the implementation of American Recovery and Reinvestment Act (ARRA) funded FamilySource programs provided in City FamilySource Centers and CDD Regional Offices citywide. Duties to include but are not limited to:

- Assist in managing the reception desk
- Retrieve daily phone and email inquiries from the public
- Log and track all program inquiries from the public
- Respond to program inquiries from the public
- Make appropriate program service referrals to potential program participants/customers
- Assist in development and update of resource material and in dissemination of information
- Participate in community outreach projects with emphasis on reaching low-income and culturally diverse populations
- Attend and/or assist in setting community events
- Provide regular pick-up and delivery of program documents
- Perform data entry duties of various reports and/or participant records
- Assist with setting up files, photocopying and filing documents
- Assist in the review of program related documentation for completeness and accuracy
- Perform other activities in support of community based programs
- Will occasionally be assigned to duties for training purposes or to meet changes or emergencies

Minimum requirements: Applicant must 1) be at least 18 years of age; 2) show proof of identity and legal right to work in the United States prior to appointment; 3) be a resident of the City of Los Angeles; and 4) have an annual family income that does not exceed 200% of the 2009 Health and Human Services Poverty Guidelines. If offered employment, must provide documentation of the above requirements (See attachment for more information).

In addition, applicant must be able to read and write English and be familiar with basic computer operation; be able to carry out instructions furnished in written or oral form; have good customer service and oral communication skills and be able to deal with problems in standard situations. All selected applicants will be required to register with a City FamilySource Center and participate in Center activities throughout their employment. Activities may include but are not limited to adult education, parenting, and financial literacy.

A valid California Driver's license and proof of valid auto insurance is preferred

Application Process: Submit a CASW application to the CDD, Human Resources Division, 1200 W. 7th Street, 4th Floor, Los Angeles, CA 90017. CASW Applications may be obtained online at www.lacity.org/CDD/man-hr.html. If you have any questions, you may contact Hattie Douglas at (213) 744-7146.

Filing Deadline: 5:00 p.m. on Tuesday, November 10, 2009 or until sufficient applications are received

Selection Process: The selection process shall consist of the following evaluation:

Each candidate's personal and professional qualifications, as delineated in his or her application, will be reviewed for qualifications relative to those of the other candidates. Those candidates who present qualifications that most closely match those necessary for the position may be invited to interview and/or to participate in the written exercises.