



City of Los Angeles
Department of Public Works

Bureau of Engineering

1149 S. BROADWAY, LOS ANGELES, CA 90015

Administrative Intern II (Class Code 1535-2)

Salary: \$21.80 - \$23.65 per hour

The Bureau of Engineering (BOE) is responsible for the City's vast network of infrastructure within the public right of way, and includes the planning, design, and construction of public facilities, and the management and delivery of voter-approved public bond funds, Federally-funded projects, and the delivery of cross-sector local government programs, that serve millions of residents and businesses in diverse neighborhoods and industries. The Bureau employs over 700 engineers, architects, surveyors, technical support staff, and administrative professionals who deliver comprehensive, innovative engineering services by using best-in-class management practices and fostering multi-agency collaborations that are transparent and accountable.

Requirements:

Graduation from a recognized four-year college or university. Applicants must also have the legal right to work in the United States. Applicants must have good knowledge and skill in Microsoft Office suite.

A valid California driver's license and a good driving record may be required prior to appointment.

Responsibilities:

LAND DEVELOPMENT AND GIS DIVISION (LGD) (1 Vacancy)

The incumbent must be able to travel to general City locations or construction sites to participate in meetings and/or investigations. Tasks include but not limited to filing, organizing, report writing, researching technical and non-technical topics. The incumbent must have a general background and related GIS skills that are needed to create new maps and Geodatabases, through the use of CADD/GIS software, with some knowledge of cartography, spatial analysis and ability to perform the math needed when inputting basic survey.

The desired candidate will have a major/minor in Geography or Geographic Information Systems. Candidates need to have general knowledge and skill in the use of CADD, ESRI ArcGIS and other GIS software. Knowledge of relational database systems and spatial database systems and Geodatabases is required. Excellent organizational, verbal and written skills required.

PROJECT AWARD AND CONTROL DIVISION (PAC) (1 Vacancy)

The incumbent's will primarily be assigned to the public counter processing records requests, performing cashiering and digital migration duties and other divisional functions, as needed. Tasks include but not limited to cash handling, reconciling of payment transactions, record keeping, scanning, copying, logging documents and cross-referencing records to assure recovery based upon a variety of control factors.

The desired candidate will need to be detailed oriented, work well with the public and sign and abide by the City's Payment Card Security and Confidentiality Agreement. Excellent organizational, customer service, verbal and written skills are required.

How to Apply:

Interested candidates should submit a cover letter and resume via email to eng.boeresumes@lacity.org. Candidates should state which position they are interested in applying for in their cover letter. Interested applicants should apply as soon as possible.

This is an exempt, at-will position. The individual appointed to this position will not accrue any civil service tenure, contractual employment rights, or due process rights. The incumbent may be removed, without any finding of cause, by the hiring authority.

The City of Los Angeles is an Equal Employment Opportunity Employer