



City of Los Angeles
Department of Public Works

Bureau of Engineering

1149 S. BROADWAY, SUITE 700
LOS ANGELES, CA 90015

ADMINISTRATION DIVISION (2 Vacancies)
Administrative Intern II (Class Code 1535-2)
Salary: \$22.30 - \$24.19 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. Applicants with experience or completed courses in accounting are preferred. Excellent organizational, verbal and written skills required.

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

Responsibilities:

The incumbent will assist with the review, preparation, processing, reconciliation, and maintenance of accounting records and reports; processing and monitoring invoice payment, and submission and tracking of purchase requisition, purchase orders, and authorities for expenditures. The incumbent is expected to demonstrate the ability to work with minimum supervision and ability to work multiple assignments within tight deadlines. The incumbent must have the ability to communicate and work effectively with staff, City contractors, partners, and the general public.

How to Apply:

Interested candidates should submit a cover letter and resume via email to eng.boeresumes@lacity.org. Candidates should indicate Administrative Intern – Administration Division in the subject of their email. **Interested applicants should apply as soon as possible.**

Deadline: Until sufficient applications are received.

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