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<http://planning.lacity.org>

PART-TIME EXEMPT EMPLOYMENT OPPORTUNITIES

JOB TITLE: Student Professional Worker

SALARY: \$15.41

FILING PERIOD: Tuesday, July 18, 2017, at 8 a.m. through
Tuesday, August 15, 2017 at 4:00 p.m.

OVERVIEW

The Los Angeles Department of City Planning (DCP) is accepting applications to hire (2) As-Needed Student Professional Workers in their Public Information - External Affairs Office for a minimum period of one year, preferably up to two years.

The duties of the position in the Public Information Office include, but are not limited to:

- Maintaining DCP's online network and assisting with the execution of the Department's social media plan on all @Planning4LA official platforms through content creation and video editing/production;
- Drafting media press releases, preparing speaking points for media interviews, and participating in the development of communication strategies;
- Aggregating news stories and composing daily news clippings;
- Serving as a liaison to representatives for various Council offices and the public, while supporting interdepartmental communications;
- Designing DCP informational brochures, pamphlets, and marketing materials; and
- Assisting with the Department's website redesign.

The position is exempt from the civil service provisions of the City Charter and will serve at the will of management. Information regarding exempt employment can be found at www.per.lacity.org/Exams/exempt_info.pdf.

MINIMUM REQUIREMENTS

Must be a junior, senior, or graduate student in good academic standing at a recognized four-year college or university, working toward a degree in communications, journalism, public relations, or relevant field.

DESIRED QUALIFICATIONS

- 1) Excellent written and oral communication skills.
- 2) Understanding of basic public relations and social media best-practices.

- 3) Working knowledge of Microsoft Office Suite, including Word, Excel, and PowerPoint.
- 4) Ability to work independently as well as in small groups.
- 5) Some prior experience as a webmaster, photographer, and/or social media manager.

TO APPLY

All interested candidates must submit a resume, a writing sample, and City application, which can be downloaded at <http://per.lacity.org/application.pdf>. These documents must be scanned as a single.pdf and e-mailed to Cheryl.Getuiza@lacity.org. The subject line should read: *DCP– Student Professional Worker with Communications*.

Applications will be thoroughly reviewed to determine a reasonable number of candidates with the applicable background and experience to interview. Only electronic submittals received during the filing period will be accepted.

SELECTION PROCESS

City applications received by the deadline will undergo a review of qualifications. An application screening may be conducted to select the most qualified candidates for a written exercise and an oral interview.