

**CITY OF LAWNSDALE
EMPLOYMENT OPPORTUNITY**

14717 Burin Avenue, Lawndale, CA 90260 λ (310) 973-3200

**Please read this flyer thoroughly prior to
filling out employment application.**

CABLE TELEVISION PRODUCTION ASSISTANT (Part-Time)

SALARY: \$19.30 - \$23.45 per hour

CLOSING DATE: Open Until Filled – Apply Immediately

ABOUT THE POSITION:

Under the direction of supervision of the Cable Television Supervisor, performs activities in the production of video programming for the City.

EXAMPLE OF DUTIES:

Essential duties may include, but are not limited to, the following: Operates a variety of video and audio equipment in the cable television studio and at site locations. Processes requests for copies of video tapes and duplicate tapes. Sets up camera and audio equipment. Assists in multi-camera production set-up. Breaks down equipment at end of production assignment. Prepares equipment for transportation to site shoots. Performs minor repairs to video and audio equipment. Operates a variety of office automation equipment. Produces graphics for the community bulletin board. Organizes and maintains videotape library. Performs a variety of duties as assigned.

MINIMUM QUALIFICATIONS:

Education and Experience: Any combination of education and experience that demonstrates possession of the requisite knowledge, skill and abilities. A typical way to obtain these would be: High School Diploma or equivalent education and experience with college courses in video production. One (1) to Three (3) years of experience operating video and audio equipment in a production environment.

Knowledge of: Principles and practices of PC's and related software. Principles and practices of City Administration and City Department Functions. General Public assessment of the City's roles, responsibilities, and commitment to its citizens. Single camera production techniques and equipment, video camera composition. Cable television operations and the operation of other portable and studio video equipment. Operation of video recorders, editing equipment and video camera.

Ability to: Communicate effectively verbally and in writing. Operate a PC and related software. Maintain effective working relationships with other people. Analyze and problems solve technical and operational difficulties. Operate and perform minor repairs on video, audio and accessory equipment. Maintain records and files. Operation of complex video and audio equipment and multi-camera operations. Perform minor repairs on video, audio and accessory equipment

Licenses: Possession of a valid California Class C driver's license, and Certificate of Automobile Insurance for Personal Liability.

SELECTION PROCEDURE:

All official City Employment Applications, resumes and supplemental information will be screened. Resumes are accepted but NOT in lieu of an official City Employment Application. Only the most qualified applicants, as reflected by their application materials, will be invited to participate in the selection process expected to consist of, but not limited to: application review and evaluation, written/ performance exercise, interview board, etc. Prior to starting employment, all candidates will be required to pass a physical examination, which includes drug/alcohol testing, and a background investigation including fingerprinting. The City of Lawndale will require documentation of the legal right to work in the United States as required by IRCA upon hire. Candidates that require special accommodations due to a disability are encouraged to request accommodations prior to the closing date. Incomplete, late or illegible applications will be disqualified and will not be accepted. Applications may be obtained from the City website at www.lawndalecity.org or by contacting the City of Lawndale at (310) 973-3200. EOE.

THANK YOU FOR EXPRESSING INTEREST IN OUR CITY! LAWNDALE, HEART OF THE SOUTH BAY

ABOUT LAWNDALE

Lawndale is centrally located in the Centinela Valley of Los Angeles County, approximately fifteen miles southwest of downtown Los Angeles and five miles east of the Pacific Ocean. Lawndale is an urbanized area of predominately single -family homes, encompassing 1.9 square miles. The City enjoys a moderate climate with a yearly average temperature of approximately 68 degrees. The population is approximately 31,000.

The City of Lawndale was incorporated on December 28, 1959, as a general law city. The City has a council-manager form of government with an elected Mayor and four Councilmembers and a full-time appointed City Manager. The City is a contract city with police and fire services provided by Los Angeles County. There are about 60 full and part-time customer-oriented City staff to provide remaining City services.

EMPLOYMENT PROCEDURES

An original City application must be received by the Personnel Department located at 14717 Burin Avenue, Lawndale, California, 90260. Resumes will not be accepted in lieu of a City application. Faxed or emailed applications will not be accepted.

Candidates should refer to Selection Procedures on the front of this flyer for the examination process. Candidates chosen to fill vacancies will be required to pass a physical examination (which includes a drug/alcohol test) and a background investigation (which includes fingerprinting). Candidates must be able to provide documentation which authorizes their legal right to work in the United States in compliance with the Immigration Reform and Control Act of 1986.

Employees hired by the City on a part-time appointment are considered "at will" and may be discharged by the appointing authority at any time with or without notice or cause. All part-time employees serve at the pleasure of the City Manager and are not guaranteed any work hours or property rights in employment with the City.

The City of Lawndale is an Equal Opportunity Employer which does not discriminate against applicants based on their race, skin color, gender, religion, sexual orientation, or disability. Please notify the Personnel Department prior to the final filing date should you require special accommodations in the testing process. All employees are designated disaster service workers in the event of an emergency or natural disaster that threatens the life, health and/or safety of the public

PART-TIME EMPLOYEE BENEFITS (May not apply to all positions):

- **RETIREMENT**– Benefits for part-time employees are provided by Nationwide Retirement Solutions; Employee paid 7.5% per pay period. Each part-time employee becomes a member upon hire. This program is in lieu of Social Security.
- **BENEFITS** – Upon completion of 1000 hours in a given fiscal year, the City contributes \$175 per month towards health benefits for part-time employees.
- **OPERATING HOURS** – City Hall is open Monday through Thursday 7:00 a.m. to 6:00 p.m., although many facilities operate during evenings and weekends.
- **CREDIT UNION** – Members have access to loans and low interest rates; and good savings programs.

THE PROVISIONS OF THIS JOB FLYER DO NOT CONSTITUTE AN EXPRESSED OR IMPLIED CONTRACT AND ANY PROVISIONS CONTAINED HEREIN MAY BE MODIFIED OR REVOKED WITHOUT NOTICE.