



INTERN—Parking Operations Division

Public Works Department

\$15.30—\$18.55 hourly

This is an excellent opportunity to gain valuable experience working in the City's Parking Operations Division. You will be responsible for performing basic parking data collection and entry. The ideal candidate is a highly organized self-starter who is comfortable working in the field & seeking guidance/direction when necessary.

Responsibilities may include:

- Assist with requests for permit parking districts and conducting parking occupancy surveys.
- Collect and maintain data base of off-street and on-street parking space inventory
- Conduct field investigations for contested parking citations.
- Perform routine inspections for meters as well as signage and curb painting
- Assist in the creation of materials for City events and outreach
- Create maps using GIS for parking supply & demand as well as parking space inventory.

Requirements: Must be currently enrolled, pursuing a degree in traffic engineering, architecture, urban planning, transportation planning, or a closely related field.

- Must be able to work up to 20 hours per week
- Working knowledge of Microsoft Windows (Excel, Word, and Access)
- Strong writing and computer skills are necessary
- Experience with CAD and/or GIS is highly desirable

Deadline to submit applications: May 26, 2017

Applicants must submit a City job application with the Human Resources Division by the filing deadline. To apply and view additional job information please visit www.weho.org/services/employment. If you are unable to submit your application materials online you can obtain an application package by contacting (323) 848-6860 or at City Hall, 8300 Santa Monica Blvd., West Hollywood, CA 90069. Postmarks will not be accepted. AA/EOE. If you have questions or need special accommodations with the recruitment process, please contact Duane Cobb at (323) 848-6491 or dcobb@weho.org

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