



INTERN—PARKING OPERATIONS DIVISION

(Facilities & Recreation Services Department)

\$16.12—\$19.56 hourly

This is an excellent opportunity to gain valuable experience working in the City's Parking Operations Division. The parking intern will assist the Parking Operations Division in analyzing parking needs throughout the City. The ideal candidate is a highly organized self-starter who is comfortable working in the field and seeking guidance or direction when necessary.

Responsibilities may include:

- Assisting with requests for permit parking districts and conducting parking occupancy surveys
- Collecting and maintain database of off-street and on-street parking space inventory
- Conducting field investigations for contested parking citations
- Performing routine inspections for meters as well as signage and curb painting
- Assisting in the creation of materials for City events and outreach
- Creating maps using GIS for parking supply and demand as well as parking space inventory

Requirements: Must be a college student, currently enrolled as an undergraduate or graduate, pursuing a degree in engineering, architecture, urban planning, transportation planning, or closely related field.

- ◆ Must be able to work 15-20 hours per week
- ◆ Working knowledge of Microsoft Windows (Excel, Word), database software
- ◆ Strong writing and computer skills are necessary
- ◆ Experience with CAD and/or GIS is highly desirable



Deadline to submit applications: March 7, 2019 at 5:00 p.m.

Applicants must submit a completed online City job application and supplemental questions 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 may contact (323) 848-6860. AA/EOE. The City of West Hollywood is an equal opportunity employer. The City provides equal employment opportunities (EEO) and prohibits harassment and discrimination in employment because of race, color, religion, sex, gender, gender identity, gender expression, sexual orientation, marital status, national origin, ancestry, mental and physical disability, medical condition, genetic information, military and veteran status, age and pregnancy. If you have questions or need special accommodations with the recruitment process please contact: Duane Cobb at (323) 848-6491 or dcobb@weho.org.