



## ***Job Announcement*** **Council District 5 -- Council Aide**

The Office of L.A. City Councilmember Paul Koretz is seeking applicants for the position of Council Aide to provide administrative support to the CD5 staff. This is a full-time position and the chosen applicant will work at our City Hall Office. Council District 5 runs along the City's spine in the Santa Monica Mountains and includes communities on the west side of Los Angeles from Hollywood to Bel Air, as well as Encino in the San Fernando Valley.

### **Duties include:**

Support the Councilmember's Scheduler by assisting with the following:

- Assisting in managing the daily evolving calendar of the Councilmember;
- Keeping appointments and meetings on time or changing schedules when necessary;
- Processing new event and meeting requests;
- Responding to event and meeting requests;
- Providing directions for events;
- Distributing certificate, resolution, letter and fund requests;
- Sending weekly and monthly calendars;
- Filing back-up documents on a daily basis;
- Preparing daily review folder;
- Recording all gifts and tickets to events; and,
- Other duties as required.

Support the Councilmember's Office by assisting with the following:

- Front desk reception;
- Support functions for the Chief of Staff; and,
- Support functions for the Deputy Chief of Staff.

### **The successful candidate will have:**

- Exemplary written and communication skills;
- Ability to grasp, process, and relay information efficiently;
- A positive attitude;
- Strong organizational habits;
- Good judgment;
- Frequent and efficient communication with supervisors;
- Ability to thrive in a high-paced and demanding environment;
- Self-starting, proactive work habits and the ability to take initiative and follow through;
- Professional conduct and discretion exhibited at all times;

- Ability to stay focused, efficient and effective in managing multiple priorities;
- Proficiency in standard office software; and,
- Excellent attention to detail.

**Applicants should submit a resume to [joan.pelico@lacity.org](mailto:joan.pelico@lacity.org).**

*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. As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodations to ensure equal access to its programs, services and activities. Please call (213) 744-9300 if you need assistance.*