Bulletin Number	2188BR
Type of Recruitment	Transfer Opportunity
Department	Parks and Recreation
Position Title	PROCUREMENT ASSISTANT I
Filing Type	Standard
Filing End Date	03/24/2011
Filing End Time	5:00 pm PST
General Information	The Department of Parks and Recreation is seeking a highly motivated, dependable and organized individual to fill a vacancy in the Procurement Section. **CONTACT INFORMATION:** Permanent County employees are invited to submit their resume with a copy of the last two (2) performance evaluations, copies of time records for the last two (2) years. Only the most qualified individuals will be invited to participate in the selection process, which will consist of a review of the resume and an interview. Please forward your information **no later than Thursday, March 24, 2011 to:** Department of Parks and Recreation Attn: Eileen Reyes Human Resources / Recruitment Section 433 S. Vermont Ave., Room 200 Los Angeles, CA 90020 Direct Line (213) 738-2750 Fax (213) 386-6620 E-mail: ereyes@parks.lacounty.gov
Requirements	Must hold the payroll title of Procurement Assistant I.
Desirable Qualifications	Applicants should have experience with eCAPS, ePROC, Microsoft Word and basic knowledge of Microsoft Excel. The applicants should also have excellent communication skills and customer service skills. They should have experience in the procurement of a wide variety of service, supplies and fixed assets. The applicants must have effective verbal and written communication and basic keyboarding skills. Other desirable qualifications include the following: demonstrated ability to analyze and make recommendations for the solution of problems of organization, excellent attendance, ability to develop a team spirit and a positive work environment and the ability to multitask.
Duties	The Procurement Section is responsible for processing the Department's requisitions for supplies, services and fixed assets.
Vacancy Information	The Procurement Section of the Department of Parks and Recreation is located at 433 S. Vermont Ave, Los Angeles, CA 90020. This position is on a 4/40 work schedule, Monday through Thursday.
Available Shift	Any
Contact Name	Eileen Reyes
Contact Phone	213-738-2750
Contact Email	ereyes@parks.lacounty.gov