



## **PART-TIME JOB BULLETIN**

### **SPECIAL PROGRAM ASSISTANT II (2415)**

**(2 positions - Animal Care Division)**

**SALARY** \$23.92 Hourly

*(The current salary range is subject to change. You may confirm the starting salary with the hiring department before accepting a job offer.)*

**SCHEDULE** Various, two – three days per week, daily shift start ranges from 6:30 a.m. to 8:30 a.m.  
Hours not to exceed 900 hours in a service year per employee

**LOCATION** Los Angeles Zoo – 5333 Zoo Drive, Los Angeles, CA 90027

#### **DUTIES / JOB DESCRIPTION**

This is an at-will exempt intermittent position which can be terminated at any time without cause.

A Special Program Assistant II will perform tasks related to locating, harvesting, and delivery of browse (tree branches with fresh leaves) for animals housed at the Los Angeles Zoo, as well as other basic tasks including, but are not limited to:

- Cutting, collecting, and delivering browse (tree branches with fresh green leaves).
- Using various tools relating to browse collection and diet preparation such as pole saw, gardening shears and loppers.
- Driving a stake bed truck to various locations around Los Angeles.
- Cleaning and disinfecting work space as directed.
- Proper record keeping of plant species harvested and locations they were collected.
- Effectively working with various teams within the Animal Care and Grounds Maintenance department.

The work may also involve stooping, kneeling, lifting, pulling, and crouching.

#### **REQUIREMENTS**

- Valid California driver's license
- Ability to work outdoors in various types of weather
- Ability to walk and work on uneven terrain and stand for extended periods of time.
- Strength to lift and carry boxes, tools, equipment and other materials (up to 50 pounds; team lift up to 100 pounds)
- Strong attention to detail
- Professional interpersonal skills and an effective team member

#### **HOW TO APPLY**

Interested candidates should email an updated resume or a completed City application to [lazoo.personnel@lacity.org](mailto:lazoo.personnel@lacity.org) and the subject line must include **"SPA II (BROWSE - POOL)."**

Resumes and/or applications must be received by 4:00 p.m. on Tuesday, February 3, 2026, or until sufficient applications have been received.



The Los Angeles Zoo strives to have a workforce that is representative of the diverse communities of Los Angeles and we encourage people of all backgrounds, including applicants who identify as Black, Indigenous, people of color, people with varying abilities, women and of the LGBTQAI+ communities, to apply.



## **OUR VISION**

Creating a just and sustainable world where people and wildlife thrive, together.

## **OUR MISSION**

Through the passion of our team, the Los Angeles Zoo is leading the way in saving wildlife and connecting Angelenos to the natural world by providing exemplary animal care, delivering distinctive and diverse learning opportunities, and creating unforgettable experiences.

Saving Wildlife. Enriching Our Communities. Creating Connections to Nature.

## **ABOUT THE ZOO**

The Los Angeles Zoo property comprises 133 acres and is home to more than 1,500 mammals, birds, amphibians and reptiles representing more than 250 different species, 64 of which are endangered.

The Zoo is owned and operated by the City of Los Angeles. The Zoo is operated and staffed by City employees as well as employees from its partner organizations and sub-contractors. In total, they represent approximately 350 full and part-time Zoo/City employees, and approximately 400 volunteers. The Zoo is open 363 days each year (closed Thanksgiving and Christmas days) and the annual attendance for the Zoo is approximately 1.5 million visitors.

On average, the Los Angeles Zoo welcomes almost 5,000 visitors a day with capacity days up to 10,000 or more visitors. Each year, more than 130,000 school group attendees also visit the Zoo.

The L.A. Zoo is a multi-faceted and unique work environment. The dynamic nature of Zoo operations requires flexible and motivated administrative staff who can work to address a multitude of issues. The ideal candidate for this position will be a versatile individual with interest and skills in business operations and administration, project management, and capital programming.

## **COMMITMENT TO EQUITY**

The Zoo Department is committed to equity in all forms, including a culture of respect among all employees as well as ensuring a welcoming and inclusive environment for all guests.



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