



CITY OF HAWTHORNE
Human Resources
4455 W. 126th Street
Hawthorne, CA 90250
(310) 349-2950
www.cityofhawthorne.org
An Equal Opportunity Employer

EMPLOYMENT OPPORTUNITY

Reporter I (PART-TIME / ON-CALL) (OPEN-COMPETITIVE)

PAY: \$14.00 per hour

FILING DEADLINE: CONTINUOUS

THE POSITION

The Reporter I works under the general supervision of the Cable Television Production Coordinator; performs activities in the production of video programming for the City.

ESSENTIAL FUNCTIONS

The following examples are intended to describe the general nature and level of work performed by individual(s) appointed to this classification.

- Research and pitch story ideas
- Write standard news-style scripts
- Report on community events and news-worthy activities occurring in the City of Hawthorne.
- Write PSAs, VO/SOTs and promotion of all programming and events via social media.
- Provide office support; answering phones, taking messages, etc) when needed.
- Performs a variety of duties as assigned.

QUALIFICATIONS

Any combination of education, training, and experience to demonstrate possession of the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination is as follows:

Education, Training, & Experience: Graduation from an accredited college with an Associate of Arts Degree in Broadcasting Journalism, Communications or a related field; Bachelor's Degree from an accredited four (4) year college or university with major course work in Broadcast Journalism, desirable but not required.

Knowledge of: Knowledge of standard news-style (split page) script writing, interviewing techniques and voice-over techniques. Operation of a variety of office automation equipment. Principles and practices of PC's and related software. Principles and practices of City Administration and City Department Functions. General Public assessment of the City's roles, responsibilities, and commitment to its citizens. Communicate effectively verbally and in writing.

Certification/License: Classification requires possession of a valid California Class "C" Drivers' License and an acceptable driving record.

Ability to: Operate a PC and related software. Analyze and problems solve technical and operational difficulties. Comprehend and follow oral and written directions. Ability to communicate effectively and concisely both verbally and in writing. Able to maintain accurate and detailed records. Have the ability to deal tactfully and courteously to establish and maintain cooperative working relationships with the general public and City staff.

Physical Tasks & Environmental Conditions: Work is regularly performed both indoors and outdoors. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually quiet to moderate and outdoors typical environmental noise level and weather conditions. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee is required to sit for up to two hours, talk, hear, stoop, and walk; use hands to finger, handle, operate objects, tools, or controls; and reach with hands and arms. The employee may lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

TESTING PROCESS

The required application materials may be obtained at www.cityofhawthorne.org or at the City of Hawthorne Human Resources Department located at 4455 W. 126th Street. Office hours are Monday – Thursday from 7:30 a.m. to 5:30 p.m. and on alternate Fridays from 7:30 a.m. to 4:30 p.m.

COMPLETED APPLICATIONS MAY BE SUBMITTED IN PERSON, VIA E-MAIL AT HR @CITYOFHAWTHORNE.ORG OR BY FAX AT 310-978-9860.

Note: *A resume will not be accepted in lieu of the completed required City application form.*

All applications will be reviewed and evaluated on the basis of information submitted at the time of filing to determine the level and scope of the candidate's preparation for the position. All information supplied by an applicant is subject to verification. The acceptance of an application for the position depends on whether or not an applicant clearly meets the qualifications for the position as stated above. Incomplete applications may be rejected from consideration.

SELECTION PROCESS

Those applicants who most closely match the desired qualifications will be invited to participate in the examination process which will consist of an appraisal examination (weighted 50%) and a writing test (weighted 50%) to assess the applicant's knowledge, education, experience, and general ability to perform the essential functions of the position. An applicant requiring reasonable accommodation during the selection process due to a qualified disability must inform the City of Hawthorne Human Resources Department at (310) 349-2950 or at least 72 hours in advance of the established testing date.

Candidate(s) who complete the testing and selection process with acceptable results will be considered by the Department hiring authority. Prior to an employment offer, a comprehensive background check is conducted which includes employment reference checks and fingerprinting through the California Department of Justice. A pre-placement medical examination will be conducted upon issuance of a conditional offer of employment.

To receive Veteran's Preference, proof of your honorable discharge must be submitted at the time of filing the City application (Copy of DD214).

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