



CITY OF HAWTHORNE  
Human Resources  
4455 W. 126<sup>th</sup> Street  
Hawthorne, CA 90250  
(310) 349-2950  
[www.cityofhawthorne.org](http://www.cityofhawthorne.org)  
An Equal Opportunity Employer

# EMPLOYMENT OPPORTUNITY

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## Reporter I

(PART-TIME/NON-CLASSIFIED)  
AN OPEN COMPETITIVE RECRUITMENT

**DEPARTMENT:** Cable Television  
**SALARY:** \$16.00 hourly  
**FILING DATE:** Open: Tuesday, January 2, 2024  
Closes: Open Until Filled. (May close at any time without advanced notice.)

*This recruitment may be extended if a sufficient number of qualified applicants for selection testing is not received. Interested applicants are encouraged to apply as soon as possible.*

### **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 is a list of typical duties assigned to this classification. The duties included on this list are examples and not intended to be all-inclusive or restrictive.*

- 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.

### **MINIMUM QUALIFICATIONS**

#### Education, Training and 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.

#### Licenses, Certificate and/or Special Requirements

- A valid California class "C" driver's license, safe driving record, and proof of insurance are required at the time of appointment.

## **RECRUITMENT PROCESS**

A complete City application and supplemental questionnaire (if applicable) are required to be considered for any open position and **must be filled out completely**, showing clearly that the minimum qualifications are met. Applications may be accompanied by a resume describing experience, education & training in relation to the requirements of the position, **however resumes will not be accepted in lieu of a City employment application**. Incomplete applications will be rejected from consideration.

The City's employment application is located at [www.cityofhawthorne.org](http://www.cityofhawthorne.org). Please complete all the required information as provided on the form. Do not alter the application.

City Hall business hours are Monday through Thursday from 7:30 a.m. to 5:30 p.m. and closed every other Friday. On the alternate Friday, City Hall hours are from 7:30 a.m. to 4:30 p.m. Please contact the Human Resources Department at (310) 349-2950 with any questions regarding this recruitment.

**Note:** Communications from the Hawthorne Human Resources Office regarding this recruitment will be via email. Please periodically check spam or junk mail folders.

All employment application materials received by the final filing deadline will be reviewed to determine the level and scope of applicant qualifications for the position. All information provided by an applicant is subject to verification.

## **TESTING & SELECTION PROCESS**

All properly completed applications will be reviewed and only the most highly qualified candidates will be invited to continue in the selection process. The selection process may include a supplement questionnaire, a written test, a performance test, and/or an oral interview to evaluate the applicant's skill, training, and experience. An applicant requiring reasonable accommodation during the testing and selection process must inform the City of Hawthorne Human Resources Department at (310) 349- 2950 at least seventy-two (72) hours in advance of the established testing date.

Applicants completing selection testing with acceptable results will qualify to have their name placed on an Eligibility List. The Eligibility List will be considered by the hiring authority to fill current and future vacancies for the position.

## **VETERANS' PREFERENCE CREDIT**

The City of Hawthorne provides Veterans' Preference Credit to qualified candidates who are successful in the examination process. To be eligible for this preference, a legible copy of DD214 upon application filing with the Hawthorne Human Resources Department is required.

## **COMPENSATION AND BENEFITS**

City employee may be eligible to participate in a benefit program including holidays, vacations, savings and retirement plans, health programs, educational reimbursement and other benefits listed in the Hawthorne Municipal Employee Association (HMEA) Part-Time Memorandum of Understanding. Benefits may change due to employer-employee negotiations.

For additional details, refer to the City's website: [www.cityofhawthorne.org](http://www.cityofhawthorne.org) under MOUs & Salary Schedules.

## **EQUAL EMPLOYMENT OPPORTUNITY POLICY**

The City of Hawthorne is an Affirmative Action/Equal Employment Opportunity Employer. We are committed to providing all individuals equal opportunity in employment regardless of age, sex, race, national origin, religion, color, ancestry, marital status, sexual orientation, medical condition, physical or mental disability, or service as a

military veteran. Women, minorities and disabled individuals are encouraged to apply.

## **ABOUT THE CITY**

*Proudly Serving the Community for over 80 Years!*

Incorporated in 1922, the City of Hawthorne currently has a population of nearly 87,000 within a six square mile area. Ideally located near the Los Angeles International Airport, connected by rail to the Port of Los Angeles and downtown Los Angeles, and surrounded by the San Diego (I-405), Harbor (I-110), and Glenn M. Anderson (I-105) Freeways, the City of Hawthorne could easily be termed the "Hub of the South Bay." By virtue of its location, Hawthorne affords easy, quick access to all that Southern California offers; culture, sports, entertainment, mountains, and beaches. Temperatures in the area are always among the most pleasant in the Los Angeles basin. The City of Hawthorne possesses a shared vision towards the future to create a great city and build an economy, which supports the community's desire for a high quality of life.



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