



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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## ADMINISTRATIVE TECHNICIAN

(FULL-TIME/CLASSIFIED)  
AN OPEN COMPETITIVE RECRUITMENT

**DEPARTMENT:** INFORMATION TECHNOLOGY SERVICES (ITS)

**SALARY:** \$5,077 - \$7,466 (Range 22) Monthly  
*New hires typically start at step 1P*

**FILING DATE:** Open: Monday, March 23, 2026  
Closes: Open Until Filled

### EMPLOYMENT APPLICATION:

[https://hawthorneca.formstack.com/forms/city\\_of\\_hawthorne\\_application\\_for\\_employment](https://hawthorneca.formstack.com/forms/city_of_hawthorne_application_for_employment)

*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.*

### Our City

***Proudly Serving the Community for over 100 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.

### THE POSITION

Under general supervision, performs specialized, responsible clerical work of above average difficulty, performs other related work as required. Manages department contracts and budgets, maintains licenses and compliance records, coordinates with vendors, supports public communications through presentations, flyers, and website updates, and performs a wide variety of administrative support duties for the Information Technology Services (ITS)/Police Department. Performs related duties as required.

### ESSENTIAL FUNCTIONS

The following is a list of typical duties assigned to the Administrative Technician. The duties included on this list are examples and are not intended to be all-inclusive or restrictive.

- Performs complex and responsible clerical duties.
- Composes correspondence, memorandums, and reports independently or from brief verbal instructions or notes.

- Serves as receptionist, makes appointments, schedules meetings, and makes travel and conference arrangements.
- Processes confidential and sensitive information.
- Compiles comprehensive reports from a wide variety of sources and transmits to other offices or agencies.
- Establishes and maintains automated and manual filing system.
- Processes bills for payments and purchase requisitions.
- Draft side letters and assist in preparing supporting documentation.
- Order and maintain inventory of office supplies.
- Processes, opens and routes mail.
- Creates and prepares PowerPoint presentations and flyers for internal and public communication.
- Communicates clearly and concisely in English, both orally and in writing.
- Coordinate and communicate with external vendors for services, equipment, and supplies. Assist with tracking and managing department budgets and expenditures.
- Maintain records of licenses, certifications, and renewals.
- Handling billing, invoices, accounts payable and accounts receivable functions.
- Process bills and payments and purchase requisitions.
- Prepare, process, and maintain contracts, purchase orders, and license documentations.
- Create and manage purchase orders in coordination with Finance.
- Assist in updating and maintaining content on the department and/or city's website.
- Maintains DOJ/CLETS data systems and access.
- Managing the Information Technology Services (ITS) department.
- Maintains office equipment in proper working condition.
- Develops and maintains cooperative working relationships with the general public, other agencies, and City staff.
- Reviews time records claims for payment submitted by employees to ensure conformance with appropriate contracts and administrative policies and regulations.
- Performs other duties as necessary and required.

## **MINIMUM QUALIFICATIONS**

### **Education, Training and Experience**

- Graduation from high school or GED required; Associate's degree in Business or Information Systems or related field is desirable.
- A minimum of three (3) years of recent full-time progressively responsible clerical experience and the ability to exercise independent judgment and handling of confidential information.

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

- Must have a valid California Class C driver's license.
- Must be able to pass a complete background investigation.

## **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 supplemental 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) Memorandum of Understanding. Benefits may change due to employer-employee negotiations. Eligible City employees will participate in a defined benefit retirement plan administered by California Public Employees' Retirement System (CalPERS).

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.

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