



MOUNTAINS RECREATION & CONSERVATION AUTHORITY

Los Angeles River Center and Gardens
570 West Avenue Twenty-six, Suite 100
Los Angeles, California 90065
Phone (323) 221-9944 Fax (323) 221-9934

JOB OPPORTUNITY BULLETIN PROJECT ANALYST / ADMINISTRATIVE ASSISTANT July 26, 2006

The Mountains Recreation and Conservation Authority (MRCA) is recruiting a Project Analyst/Administrative Assistant to assist with land acquisition, landscape restoration, and park improvement projects in the Santa Monica Mountains, Simi Hills, Santa Susana Mountains, Santa Clara River watershed, Antelope Valley, and other open spaces in the greater Los Angeles area. The position is part of the MRCA's Natural Resources and Planning Division with offices in Malibu. The position requires a responsible, organized, articulate individual who can learn and handle an array of tasks, has good judgment in decision-making, and can work independently or as part of a team.

An individual with a personal interest in open space preservation, native plants and animals, ecosystem restoration, hiking trails and outdoor recreation, and/or land-use planning issues will thrive in this position. A majority of the work will be administrative or desk-work duties such as writing, filings, distribution of information, and general support to the Deputy Director for Natural Resources and Planning.

PRIMARY RESPONSIBILITIES

- Assist in identifying, developing, and implementing multiple open space acquisition projects in the Santa Monica Mountains, Simi Hills, Santa Susana Mountains, Santa Clara River watershed, Antelope Valley, and other areas as designated on the agency's Workprogram. Assist in securing land acquisitions, donations, dedications, and trail and conservation easements from a variety of public and private landowners.
- Maintain project files, including documentation of and authorization for expenses, project progress, contracts and grant agreements, project budgets, contacts, board actions and all other items related to a project's development.
- Periodically serve as backup for agency administrative personnel, including clerical work and phones. Board secretary and meeting preparation duties on occasion.
- Prepare Requests for Proposals/Requests for Bids, and contracts for project implementation. Coordinate with agency's legal division staff on the preparation of appraisal RFBs and obtainment of appraisals and title reports.
- Keep Deputy Director apprised of progress regularly. Provide information to the Executive Officer and Chief Deputy Executive Officer as requested.
- Prepare staff reports, resolutions, and coordinate graphics for MRCA and related agencies' agenda items.
- Prepare written materials including press releases, brochures, and technical writing for a wide audience. Assist with preparation of project plans and comment letters as needed.
- Attend meetings and conferences as assigned including meetings in Sacramento.
- Coordinate with agency's operations, construction, and interpretation divisions on various projects and issues.
- Perform related duties as required.

ADDITIONAL RESPONSIBILITIES, DEPENDING ON EXPERIENCE AND SKILLS

- Monitor development projects, prepare environmental review comment letters, and provide testimony at related public hearings. Prepare/coordinate environmental impact (California Environmental Quality Act/CEQA) documentation for selected projects.
- Analyze properties, including field visits, for suitability for acquisition and/or improvements, as requested by Deputy Director.
- Assist in planning, installing, and monitoring habitat restoration projects and trail/trailheads construction.
- Write and coordinate grant proposals and research new funding opportunities for land acquisition, park development, and related planning.
- Perform project management, including oversight of contractors, obtaining all necessary permits, project tracking and scheduling, monitoring of project budgets and expenditures, quarterly status reports and updates on project progress as requested.
- Maintain ongoing relationships with representatives of other government agencies, non-profit organizations, homeowner's associations, and the public at large as related to land acquisition and park development projects.

REQUIRED SKILLS

- Excellent oral and written communication skills. Speed and a detail-oriented mindset (formatting, spelling, punctuation, etc.) is particularly important for written work.
- Knowledge of IBM-based computer programs including word-processing and spreadsheets. Ability to work on graphics or GIS software is highly desirable but not required. Official agency documents are prepared in WordPerfect.
- Ability to complete projects and follow directions.
- Ability to prioritize varying tasks and projects.
- Ability to establish and maintain cooperative relations with those contacted in the course of work.

DESIRED SKILLS

- B.A. or B.S. degree or higher in biology, natural resources, land use planning, environmental studies, geography, landscape architecture, or related field.
- Knowledge of native plants and animals, particularly birds and amphibians. Familiarity with Endangered Species Act.
- Working knowledge of CEQA and other government regulations such as Section 1601-03 Streambed Alteration agreements, Section 404 permits, building permits, and water quality regulations.
- Experience testifying at public hearings.
- Familiarity with urban environmental and planning issues.
- Familiarity and experience in community participation processes.

- Experience in park development, including construction, and/or project management.

REQUIRED HOURS

Monday through Friday, 8 hours per day, 40 hours per week; with scheduling flexibility, periodic nighttime meetings, and occasional weekend and overtime work upon prior approval by supervisor. The position will be based at Ramirez Canyon Park, 5810 Ramirez Canyon Road, Malibu 90265. The position is intended to be full-time, but a part-time position could be considered.

The start date depends on the selection process and candidate availability, but the intention is to begin in September 2006. Earlier or later start dates may be possible.

COMPENSATION

Successful applicant will be hired as either an Administrative Assistant or Project Analyst, level I or II, commensurate with experience. The hourly rate for these titles ranges from \$16.00 to \$21.00. Total compensation includes paid leave for holidays, vacation and illness, along with health and retirement benefits (CalPERS).

HOW TO APPLY

Submit a resume, the names of at least three references, and a writing sample (max. 2 pgs) before 10:00 AM on August 18, 2006. Interviews will be scheduled shortly thereafter at an MRCA's office in Malibu, near downtown Los Angeles, or another MRCA park location. Resumes submitted after August 18, 2006 will be considered if the position is not filled.

SUBMIT ITEMS ELECTRONICALLY in MS Word format to cara.mclane@mrca.ca.gov with "Project Analyst Application" in the subject field.

OR MAIL TO:

Mountains Recreation & Conservation Authority
Attention: Cara McLane
570 West Avenue 26, Suite 100
Los Angeles, CA 90065

DESCRIPTION OF AGENCY

In 1980, the California State Legislature established the Santa Monica Mountains Conservancy (SMMC), a state agency. The Mountains Recreation and Conservation Authority (MRCA) is a joint powers agency that was established in 1985 between the SMMC, the Conejo Recreation and Park District, and the Rancho Simi Recreation and Park District. The MRCA works on projects in an area roughly bounded by the Antelope Valley, Piru Creek, the San Gabriel River, downtown Los Angeles, Ballona Creek, to the Oxnard Plain.

www.lamountains.com

www.mrca.ca.gov

www.smmc.ca.gov