



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 / PROJECT MANAGER September 20, 2006

The Mountains Recreation and Conservation Authority (MRCA) is recruiting a Project Analyst/Project Manager to assist the Developed Resources Division with park improvement projects in the Santa Monica Mountains and other open spaces in the greater Los Angeles area.

The position requires a responsible, organized, articulate individual who can learn and handle an array of tasks, make regular progress on multiple tasks, has good judgment in decision-making, and can work independently or as part of a team. The position will also provide some administrative support to the Deputy Executive Officer.

PRIMARY RESPONSIBILITIES

- Responsible for implementation of multiple park improvement and land restoration projects in Los Angeles, Malibu, Beverly Hills, Santa Clarita, Pacific Palisades, and throughout the Santa Monica Mountains. The Project Manager will serve as the central point of contact on all issues concerning assigned projects and will be responsible for project quality.
- Perform project management, including oversight of contractors and in-house staff, obtaining permits, project tracking and scheduling, monitoring budgets and expenditures, quarterly status reports and updates on project progress as requested.
- Determine project scope, options, and alternatives to overcome constraints and unexpected conditions.
- 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.
- Prepare Requests for Proposals/Requests for Bids, and review contracts. Select and manage contractors in conjunction with construction staff.
- Keep supervisors apprised of progress regularly. Provide information to the Executive Officer as requested.
- Assist in preparation of annual project and personnel budgets, and revisions.
- Coordinate with agency's construction, operations, legal, planning, finance, and interpretation divisions on various projects and issues.
- Prepare written materials including staff reports, resolutions, press releases, brochures, and technical writing for a wide audience.
- Prepare and administer local, state, and federal grants.
- Perform related duties as required.

ADDITIONAL RESPONSIBILITIES, DEPENDING ON EXPERIENCE AND SKILLS

- Assist legal division with land acquisition projects.
- Assist Deputy Executive Officer with agency management and oversight.
- Assist site managers with special event bookings, marketing, and preparation.
- Write and coordinate grant proposals and research new funding opportunities for land acquisition, park development, and related planning.
- 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

- B.A. or B.S. degree or higher in natural resources, land use planning, environmental studies, geography, biology, landscape architecture, architecture, construction management, or related field.
- Ability to complete projects and follow directions.
- Ability to quickly change tasks and focus as requested.
- Ability to prioritize varying tasks and projects and make regular, consistent progress toward project implementation for multiple projects at once.
- Knowledge of IBM-based computer programs including word-processing and spreadsheets. Ability to work on graphics programs such as Photoshop and Illustrator is desirable but not required.
- Excellent oral and written communication skills.
- Ability to establish and maintain cooperative relations with those contacted in the course of work.

DESIRED SKILLS

- Experience in park development, including construction, and/or project management.
- Knowledge of native plants, animals, and ecosystems of Southern California.
- Familiarity and experience with construction process and relevant regulations.

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

COMPENSATION

Successful applicant will be hired as a Project Analyst, level I, II, or III, commensurate with experience. The hourly rate for these titles ranges from \$16.00 to \$22.00. 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 5:00 PM on October 2, 2006. Interviews will be scheduled shortly thereafter at MRCA's office near downtown Los Angeles. Resumes submitted after October 2, 2006 will be considered if the position is not filled.

SUBMIT ITEMS ELECTRONICALLY in Word or PDF format to cara.mclane@mrca.ca.gov with "Developed Resources 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