



MOUNTAINS RECREATION & CONSERVATION AUTHORITY

Los Angeles River Center and Gardens
570 West Avenue Twenty-six, Suite 100
Los Angeles, California 90065

JOB OPPORTUNITY BULLETIN PROJECT MANAGER January 9, 2007

The Mountains Recreation and Conservation Authority (MRCA) is recruiting Project Managers to implement nature park projects in the greater Los Angeles area, in urban areas as well as mountain and river systems.

Project Managers at MRCA are responsible for planning, implementing, and overseeing a wide variety of projects, including acquisition of land, building/construction of new park amenities, ecological habitat restoration, creation of parkland in urban neighborhoods, renovation of structures, and planning in a watershed context. Project managers must also build community and political support, seek funding opportunities, and actively cooperate with other government agencies and non-profit organizations.

The position requires a responsible, very organized and articulate individual who is eager to learn, enjoys handling multiple tasks, and is flexible. Our best employees are often quickly promoted and rewarded with increased responsibility.

Consider this a “green job” – an opportunity to make your career more meaningful. Many of our employees have a personal interest in conservation, outdoor recreation (hiking trails, mountain biking, equestrian, wilderness camping, etc.), wildlife habitat restoration, ecology, sustainable design, biodiversity, native species, and other environmental issues.

The Project Manager is expected to work at the Los Angeles River Center and Gardens in northeast Los Angeles near downtown. Other office locations include Beverly Hills, Calabasas, Pacific Palisades, and Malibu.

HOW TO APPLY

Submit resume via email to cara.mclane@mrca.ca.gov or via fax to 323-441-8691. Candidates selected for interview will be asked to submit a writing sample and references.

PRIMARY RESPONSIBILITIES

- Responsible for implementation of multiple projects. The Project Manager is the central point of contact on all issues concerning assigned projects and will be responsible for project quality.
- Responsible for oversight of contractors and in-house staff, obtaining permits, project tracking and scheduling, required reports.
- Write and coordinate grant proposals and research new funding opportunities for land acquisition, park development, and related planning.
- Responsible for careful and constant monitoring of project budgets.
- Determine project scope, options, and alternatives to overcome constraints. Revise as often as needed to address unexpected conditions.
- Maintain files, including documentation 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.
- Prepare written materials including staff reports, press releases, brochures, and interpretive signs.

COMPENSATION

Range of \$35,000 to \$55,000 (depending on experience) plus paid holidays, vacation and sick leave, health insurance, CalPERS retirement. Optional 457 savings plan and flexible spending accounts.

REQUIRED HOURS

Monday through Friday, 8 hours per day, 40 hours per week with scheduling flexibility. Periodic nighttime and occasional weekend meetings.

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.
- Excellent oral and written communication skills.
- 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.
- 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.

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.