



UNTAINS RECREATION & CONSERVATION AUTHORITY
Ramirez Canyon Park
1000 Ramirez Canyon
Malibu, California 90265
Phone (310) 589-3200 Fax (310) 589-3207

JOB OPPORTUNITY BULLETIN

PROJECT ANALYST - NATURAL RESOURCES AND PLANNING DIVISION

The Mountains Recreation and Conservation Authority (MRCA) is recruiting a Project Analyst II to work with a six member team, including a GIS Specialist, to develop access, acquire, and restore open space within an approximately 2,000-square-mile area of Los Angeles and Ventura Counties. The position is in MRCA's Natural Resources and Planning Division located at Ramirez Canyon Park in Malibu. The Agency's principal needs from this position are to help develop and permit public beach access ways in Malibu and to help develop and track habitat mitigation plans for riparian restoration projects in multiple local mountain ranges. The position requires a highly motivated, self-driven, responsible, organized individual who can learn and handle an array of tasks, and can work well independently or as part of a team. Financially enterprising qualities are valued by the Agency. The position is intended to be from 3/4 time to full-time with some schedule flexibility.

RESPONSIBILITIES

- Assist in identifying, developing, and implementing multiple open space development, restoration, and acquisition projects.
- Maintain ongoing relationships with representatives of other government agencies, non-profit organizations, homeowner's associations, and the public at large.
- Contract with consultants, handle constituent calls and requests, analyze varied maps and building plans.
- Ability to attend and speak at occasional night hearings.
- Ability to write succinctly.
- Perform project management, including oversight of contractors, project tracking and scheduling, preparing and monitoring of project budgets and expenditures, preparing quarterly status reports and updates on project progress.
- Prepare grant applications, grant status reports and spreadsheets.
- 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 the project's development.
- Analyze properties, including field visits, for suitability for acquisition and/or improvements including habitat restoration.
- Keep Project Managers and Division Chiefs apprised of progress regularly.
- Perform related duties as required.

DESIRED SKILLS

- B.A. or B.S. degree or higher in land use planning, natural resources, environmental studies, education, landscape architecture, or related field. Experience may substitute for academic degree.
- Minimum of 1.5 years of well-demonstrated, non-internship, public or private paid experience in some combination of the following fields: land acquisition, habitat restoration, environmental or building permitting or project management.
- Willingness to use own vehicle to visit site locations along the Malibu coast on a regular basis and for occasional inland sites.
- Strong interest in public access development and/or habitat restoration plan development.

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- Familiarity with urban environmental and planning issues.
- Familiarity and experience in community participation processes.
- Experience testifying at public hearings.
- Experience in park development, including construction, and/or project management.
- Ability to establish and maintain cooperative relations with those contacted in the course of work.
- Working knowledge of CEQA and other government regulations.
- Excellent oral and written communication skills.
- Horticultural and/or landscape architecture skills.
- Knowledge of native plants and animals, particularly birds and amphibians.
- Ability to prioritize varying tasks and projects.
- 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.

REQUIRED HOURS

Thirty-two to forty hours per week: Monday through Friday, 8 hours per day, including scheduling flexibility, periodic nighttime meetings, and occasional weekend and overtime work upon prior approval by supervisor. Approximate daily start and finish times are negotiable.

COMPENSATION

Successful applicant will be hired as either a Project Analyst I, or Project Analyst II, commensurate with experience. The hourly rate for these two titles ranges from \$15.47 to \$22.02. Total compensation includes paid leave for holidays, vacation and illness, along with health and retirement benefits (CalPERS).

HOW TO APPLY

Submit a resume, cover letter, the names of at least three references with contact information, and a writing sample most relevant to the responsibilities of the position by 10:00 AM on May 30, 2013. Interviews will be scheduled shortly thereafter at MRCA's office in Malibu, or another MRCA park location. Resumes submitted after May 30, 2013 will be considered if the position is not filled.

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

OR MAIL TO:

Mountains Recreation and Conservation Authority
Attention: Paul Edelman
5810 Ramirez Canyon Road
Malibu, CA 90265

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. Additional information can be found at www.mrca.ca.gov and www.lamountains.com.