



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 ADMINISTRATIVE ASSISTANT

January 9, 2015

The Mountains Recreation and Conservation Authority (MRCA) is recruiting an Administrative Assistant to assist in park management and development projects in the greater Los Angeles area. The person in this position will report directly to the MRCA's Deputy Executive Officer and Chief of Developed Resources. The role requires a responsible, organized, articulate, detail-oriented individual who can learn and is able to perform an array of tasks, has good judgment in decision-making, and can work independently or as part of a team.

An individual with personal interest in parks, open space preservation and/or recreational planning issues will thrive in this position. Work that the individual is required to perform will be administrative or desk-work activities such as writing, filing, distribution of information, and general support to the Deputy Executive Officer and Chief of Developed Resources and other staff.

PRIMARY RESPONSIBILITIES

- Assist the Deputy Executive Officer with administrative tasks.
- Assist in planning and coordination of a variety of park projects.
- Maintain files, including documentation of and authorization for expenses, project progress, contracts, project budgets, contacts, and correspondence.
- Assist in the development of forms, worksheets and/or spreadsheets. Accurately input data entry.
- Cross-check accounting/billing codes on various forms prepared by others.
- Maintain up-to-date reference list of codes.
- Prepare and maintain vendor and agency phone and mailing lists.
- Type, proofread, and prepare a variety of documents including general correspondence, agendas, staff reports, resolutions and memoranda.
- Assist with preparation and coordination of graphics.
- Maintain ongoing relationships with representatives of other government agencies, non-profit organizations, homeowner's associations, and the public at large.
- Research materials and environmental products.
- Clerical work and answering phones.
- Perform related duties as required.

REQUIRED SKILLS

- A.A. degree or higher, plus one (1) year of clerical experience.
- Oral and written communication skills.
- Be a total self-starter to continually work on filing backlog with minimal direction.
- Knowledge of Adobe products (Acrobat and Distiller), MS Outlook, and IBM-based computer programs including word-processing and spreadsheets. Official

agency documents are prepared in WordPerfect.

- Ability to complete projects and follow directions.
- Ability to prioritize varying tasks, complete projects, and follow directions.
- Ability to establish and maintain cooperative relations with those contacted in the course of work.
- Ability to take direction and prioritize requests from multiple members of staff.
- Must have a valid California Driver's License
- Bilingual - Spanish, is desirable

REQUIRED HOURS

Monday through Friday, 8 hours per day, 40 hours per week.

COMPENSATION

\$14.39 per hour.

BENEFITS: Health insurance, life insurance, retirement, vacation, sick leave, and generous holiday schedules.

CONTACT: Giovanna Allen, Human Resources Specialist, (323) 221-9944 Extension 145.

HOW TO APPLY: Send your resume to: Giovanna.allen@mrca.ca.gov or you may fax to: (323) 843-9838 Attention: Giovanna Allen, Human Resources Specialist. The resume must be received by: 5:00pm on Friday, January 23, 2015

DESCRIPTION OF AGENCY: In 1980, the California State Legislature established the Santa Monica Mountains Conservancy, a state agency, which preserves California's natural resources. The Mountains Recreation and Conservation Authority (MRCA) is a local agency exercising joint powers of the Santa Monica Mountains Conservancy, the Conejo Recreation and Park District, and the Rancho Simi Recreation and Park District. The MRCA retains local jurisdictional powers and is charged with preserving open space in the Santa Monica Mountains region.

The MRCA is an equal opportunity employer and is committed to the belief that each individual is entitled to equal employment opportunity.