



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) 441-8691

RAMIREZ CANYON PARK ADMINISTRATIVE ASSISTANT JOB OPPORTUNITY BULLETIN

Under the general direction of the Associate Governmental Program Analyst, this position requires a highly motivated, organized individual who will provide administrative support to the Executive Officer and other support staff, will handle an array of tasks, be detailed-oriented, perform various clerical functions, and will have good judgment in decision making.

RESPONSIBILITIES:

- Answer and direct all operator calls
- Exhibit thorough knowledge of phone system and assist staff
- Retrieve and distribute messages from operator voice mail
- Backup to Administrative Services Manager and Board Secretary
- Receive and accommodate all office guests
- Track staff office schedule and call for meeting quorum
- Operate copier, fax machine, and scanner
- Maintain office supply inventory; pass on supply orders to Account Clerk
- Prepare mail to posting every day; open and distribute mail
- Maintain the postage meter
- Handle all technical matters related to delivery, messenger services
- Keep inventory, and orders of all office supplies
- Schedule and set up meetings and luncheons for executive officer
- Maintain and archive files and records of the Executive Office
- Perform related duties as required

REQUIRED SKILLS:

- Minimum High School diploma or GED
- Knowledge of various software programs including Windows, Word and WordPerfect, Outlook and Excel
- Valid California Drivers License with satisfactory driving record

REQUIRED HOURS: 40 hours a week, Monday through Friday. Must be able to work some late evening hours, overtime, and weekends.

COMPENSATION: \$ 14.57 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: Please send resume to the Human Resources Department, Attention: Giovanna Allen, by 5:00pm on Friday, December 5th, 2014. Resume can be sent via email to: Giovanna.allen@mrca.ca.gov.

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.