



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 I/II

The Mountains Recreation and Conservation Authority (MRCA) is recruiting an entry-level Project Analyst to assist in implementing capital improvement projects in nature parks within greater Los Angeles. Projects vary in scope, budget and duration and are generally related to public access to parklands and open space conservation.

Project Analysts 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 analysts must also build community and political support, seek funding opportunities, and actively cooperate with other MRCA divisions, 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. The individual must be able to come up with multiple solutions to any given problem, in areas that may be outside their expertise, and be willing to take on uncertain challenges.

PRIMARY RESPONSIBILITIES

- Responsible for implementation of multiple projects simultaneously. The project manager is the central point of contact on all issues concerning assigned projects and will be responsible for project quality. Perform project tracking, scheduling, and budget management.
- Responsible for oversight of consultants and contractors, coordinating project team and collaborating with coworkers to ensure that the project scope is completed according to grant agreements, schedules, and cost limits. Assist in selection of consultants/contractors.
- Perform day-to-day administration of grants, prepare required reports and ensure conformance with grant agreements.
- 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 written materials including staff reports and text for publication.
- Perform related duties as required.
- Assist with coordination of construction. Achieve budget goals by monitoring vendor costs, change orders, and material and supply costs.

ADDITIONAL RESPONSIBILITIES, DEPENDING ON EXPERIENCE AND SKILLS

- Determine project scope, options, and alternatives to overcome constraints. Revise as often as needed to address unexpected conditions.
- Write and coordinate grant proposals and research new funding opportunities for land acquisition, park development, and related planning.

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.
- Excellent oral and written communication skills.
- Knowledge of basic computer programs including word-processing and spreadsheets.
- Ability to establish and maintain cooperative relations and deal tactfully with those contacted in the course of work including a variety of private and governmental individuals and groups.
- Ability to reason logically and analyze data.
- Valid California driver's license.

DESIREABLE SKILLS

- Experience in project management.
- Knowledge of general concepts and principles of ecology, land use, conservation, and planning, particularly as they relate to outdoor recreation.
- Knowledge of trends in outdoor recreation usage, including social and economic factors.
- Ability to creatively solve complex outdoor recreation and related problems.
- Ability to prepare reports with clear, concise recommendations and analyses.
- Bilingual English/Spanish

PAY: Project Analyst I/II: \$16.23 - \$19.01 per hour, commensurate with experience and education.

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

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

HOW TO APPLY: Send letter of interest and resume to: Giovanna.Allen@mrca.ca.gov or you may fax to: (323) 843-9838 Attention: Giovanna Allen, Human Resources Specialist. Letter of interest and resume must be received by: 5:00pm on Friday, January 23, 2015. Candidates selected for interview will be asked to submit a writing sample and references.

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 public agency exercising joint powers of the Santa Monica Mountains Conservancy, the Conejo Recreation and Park District, and the Rancho Simi Recreation and Park District. MRCA's mission is to complement the work of these and other agencies in protecting land and public access to natural lands in southern California mountains. The MRCA retains local jurisdictional powers and is charged with preserving open space in the Los Angeles region.

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