



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 MANAGER/PROJECT ANALYST II

The Mountains Recreation and Conservation Authority (MRCA) is recruiting a Project Analyst to assist in implementing improvement and major maintenance projects in nature parks within greater Los Angeles. Projects vary in scope, budget and duration and are generally related to management of infrastructure such as buildings, roads, utilities, landscape and accessory structures. Projects include both renovation of existing facilities and new construction by contractors and force account.

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 troubleshoot in the field for issues that may be outside their expertise, and be willing to take on uncertain challenges.

PRIMARY RESPONSIBILITIES

- Responsible for planning and implementation of multiple improvement 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 with coordination of construction. Achieve budget goals by monitoring vendor costs, change orders, and material and supply costs.
- Coordinate as needed with Construction Supervisors to monitor progress of in-house staff (force account).
- Prepare Requests for Proposals/Requests for Bids, and review bids. Select and manage contractors and consultants in conjunction with other staff. Ensure bidding process meets applicable regulations. Assist with estimating and selection of vendors for best value.
- Determine project scope, options, and alternatives to overcome constraints. Revise as often as needed to address unexpected and changing field conditions.
- Maintain files, including documentation and authorization for expenses, project progress, budgets, contacts, and all other items related to a project's development.
- Prepare written materials including required reports and project descriptions.
- Perform related duties as required.

REQUIRED SKILLS

- B.A. or B.S. degree in construction management, environmental sciences, geography, landscape/environmental design, or related field. Experience in park development, including construction and project management, can be substituted for academic degree.
- Experience in construction trade and project management.
- 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 computer programs including word-processing and spreadsheets.
- Ability to establish and maintain cooperative relations with those contacted in the course of work.
- Valid California driver's license.

DESIRED SKILLS

- Bilingual English/Spanish.
- Familiarity and experience with construction process and relevant regulations.
- Knowledge of native plants, animals, and ecosystems of Southern California.

PAY: Project Analyst II: \$19.02 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 work.

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) 221-9934 Attention: Giovanna Allen, Human Resources Specialist. Applicants should include their own name in the subject line of e-mails. Letter of interest and resume must be received by: 5:00pm on Friday, May 15, 2015. Candidates selected for interview m 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 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.