



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 CONSTRUCTION SECRETARY

June 1, 2015

The Mountains Recreation and Conservation Authority (MRCA) is recruiting a Construction Secretary to assist with park improvement projects in the greater Los Angeles area. The position requires a responsible and organized individual who can learn and handle an array of tasks, has good judgment in decision-making, and can work independently.

PRIMARY RESPONSIBILITIES

- Assist the Chief of Construction, Construction Services Manager, and the Construction Project Analyst with administrative tasks.
- Maintain Construction Division files, including documentation of and authorization for expenses, project progress, contracts, project budgets, contacts, and correspondence.
- Order materials, equipment, and tools. Coordinate delivery / pick-up of items.
- Prepare and maintain vendor and agency phone and mailing lists.
- Assist in planning and coordination of construction projects.
- Handle all Construction Division correspondence in a timely manner.
- Prepare written materials (reports, graphs, memos, etc.) for the Construction Division.
- Assist with MRCA's Safety Program committee and write reports on safety issues for agency wide distribution.
- Assist with MRCA's Labor Compliance Program.
- Conduct tailgate safety meetings bi-weekly with construction team.
- Maintain records of agency utilities.
- Perform related duties as required.

REQUIRED SKILLS

- High school diploma or GED certificate.
- 3-5 years experience in construction office or related job(s).
- Knowledge of basic accounting, bidding, and procurement procedures.
- Familiarity with construction contracts
- Knowledge of IBM-based software including word-processing and spreadsheets.
- Ability to complete projects and follow directions.
- Ability to prioritize varying tasks and projects.
- Ability to establish and maintain cooperative relations with others.
- Must have a valid California Driver's License
- Bilingual in Spanish is highly desirable.

REQUIRED HOURS

Monday through Friday, 8 hours per day, 40 hours per week. Occasionally start/end times may vary to coordinate with Construction Division staff.

COMPENSATION

\$13.70 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 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 June 26, 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.