



MOUNTAINS RECREATION & CONSERVATION AUTHORITY
Los Angeles River Center and Gardens
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**JOB OPPORTUNITY BULLETIN
PROJECT ANALYST II / III
October 20, 2017**

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 park development, urban river restoration, public access, and open space conservation.

Project Analysts at MRCA are responsible for planning, implementing, and overseeing a wide variety of projects, including acquisition of land, design and construction of new park amenities, creation of parkland in urban neighborhoods, renovation of infrastructure and buildings, and planning in a watershed context. Capital projects include both renovation of existing facilities and new construction by contractors and force account. Project managers must also build community and political support, seek funding opportunities, actively cooperate with other government agencies and non-profit organizations, and keep abreast of related planning processes.

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.

The selected candidate may be hired as either a Project Analyst II or Project Analyst III, depending on experience. Both positions have similar responsibilities, but a PA III is expected to work with less direct supervision and advance into a team leadership role.

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.
- Determine project scope, options, and alternatives to overcome constraints. Revise as often as needed to address unexpected conditions.
- 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.

- Write and coordinate grant proposals and research new funding opportunities for land acquisition, park development, and related planning efforts.
- Prepare written materials including staff reports, text for publication, proposals, progress reports, and a variety of other documents.
- 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.
- Perform related duties as required.

DESIRED EXPERIENCE AND ABILITIES / SKILLS:

- Fluent in spoken and written Spanish.
- Experience speaking in public.
- Ability to prioritize varying tasks and projects, and manage multiple projects at once.
- Knowledge of native plants, animals, and ecosystems of Southern California.
- Familiarity and experience with construction process and relevant regulations.
- Experience in community outreach/engagement.
- Experience in identifying and applying for project specific funding.
- Experience in construction trade or construction management
- Willingness to participate in agency emergency response.

POSITION REQUIREMENTS

- B.A. or B.S. degree or higher in natural resources, planning, environmental science, geography, biology, landscape architecture, environmental design, or related field.
- Experience in project management.
- Ability to complete projects and follow directions.
- Ability to develop, review and guide projects to implementation.
- 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, spreadsheets, and databases.
- Ability to establish and maintain cooperative relations with those contacted in the course of work.
- Ability to work occasional evening and weekend hours.
- Valid California driver's license in good standing.
- Ability to satisfactorily pass a background check including fingerprinting.
- Must successfully pass a physical examination including a drug test.

REQUIRED HOURS: Monday through Friday, 8 hours per day, 40 hours per week with scheduling flexibility. Periodic nighttime, occasional weekend meetings and occasional overtime work upon prior approval by supervisor.

COMPENSATION: The starting hourly rate for this position ranges from \$22.02 – 23.50.

BENEFITS: Health insurance, life insurance, CalPERS retirement, vacation, sick leave and holiday schedules. Optional 457 savings plan and flexible spending account.

HOW TO APPLY: Submit the following items electronically in PDF or MS Word format: Cover letter, resume, and names of at least three references with contact information. Email to zagreb.DeLaTorre@mrca.ca.gov with “Project Analyst II / III” in the subject field.

Applications must be received by: 5:00 pm on Monday, November 13, 2017. Candidates selected for interview may be asked to submit a writing sample.

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.