



MOUNTAINS RECREATION & CONSERVATION AUTHORITY

Los Angeles River Center and Gardens
570 West Avenue Twenty-six, Suite 100
Los Angeles, California 90065

JOB OPPORTUNITY BULLETIN CONTRACTS COORDINATOR

September 21, 2018

POSITION SUMMARY

The Contracts Coordinator will be the lead for all aspects of work relating to the production, execution and tracking of all contracts, agreements and grants; monitor grant deadlines; respond to audit requests; manage office equipment leases, maintain a multiple-location VOIP phone system; assist in the negotiation of contract terms and conditions, and ensure compliance with procedures and regulations.

This position requires a highly motivated, responsible, organized and self-starter individual who can handle an array of tasks, has good judgement and can make decisions, and works independently or as part of a team. 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. Candidates should have at least two years' experience.

This is highly responsible technical and professional work with grants and contracts. The administrative work performed will support MRCA's operation of nature parks within greater Los Angeles, land acquisition and capital improvement Workprograms, and other efforts related to public access, open space conservation, habitat restoration, and urban park development.

Applications are due October 3, 2018 at 5:00 p.m. Pacific Standard Time.

Type

This is an at-will, full-time, non-exempt position.

Supervision

This position reports to the Chief Administrative Officer. Assorted tasks may be supervised by other Executive Staff. The position supervises no other staff.

ESSENTIAL FUNCTIONS

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Perform day-to-day administration of contracts, grants and other agency agreements. Prepare all agreements and exhibits. Coordinate between project managers, consultants/contractors, Division Chiefs, Board members, and the Contracts Officer for revisions, approvals, execution and transmittal of documents. Assist with negotiation of terms on behalf of MRCA. Review agreements to ensure complete, accurate and final version agreed upon.

- Review, track and archive documentation necessary for audits.
- Maintain and keep up to date multiple master databases or spreadsheets for agency grants, contracts, agreements and associated amendments. Ensure timely and very accurate data entry into databases and spreadsheets.
- Maintain contract, grant and other agreement files, both digital and hard copy, and reconcile periodically for completeness. Maintain records for contractor insurance requirements. Archive contract and grant files as necessary.
- Ensure compliance with agency contract procedures and policies and applicable portions of California Public Contract Code.
- Coordinate with and assist the Labor Compliance Officer with documentation.
- Oversee implementation of agency's Outreach and Advertising Policy to increase participation of disadvantaged businesses.
- Provide assistance to staff in understanding the agency's contract procedures and policies. Assist in development and implementation of internal training related to the agency's contract and grant procedures. Provide support to staff with routine grant administration tasks including progress reports, extension requests and other documents.
- Maintain library of approved and current version contract document templates.
- Oversee the close-out process for grants, contracts and other agreements.
- Coordinate and manage agency-wide office phone system for multiple locations and schedule maintenance as needed.
- Manage and order agency wide office equipment for multiple locations, such as copiers and fax machines, and schedule maintenance as needed.
- Prepare Requests for Proposals/Invitations for Bids for administrative services. 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.
- Prepare written materials including staff reports, text for publication, proposals, progress reports, and a variety of other documents.
- Maintain good habits of answering and responding to incoming telephone calls, correspondence, and when communicating and providing customer service to citizens who seek assistance.
- Maintain positive relationships with coworkers, representatives of other government agencies, non-profit organizations, homeowner's associations, and the public at large.
- Perform related duties as required.

NON-ESSENTIAL FUNCTIONS

- Assist in development or modification of administrative procedures.

- Assist in the development of forms, worksheets and/or spreadsheets.
- Develop and maintain mailing lists and other databases.
- Provide administrative support for board members and JPA boards.
- Assist Executive staff with assorted administrative tasks.
- Clerical work and answering phones.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. While performing the duties of this job, the employee is regularly required to remain in a stationary position, occasionally move about inside the office to access supplies and office machinery, frequently communicate and exchange information, review handwritten, electronic and facsimile documents, and operate a computer and other office productivity machinery. The employee must occasionally move items weighing up to 20 pounds.

Required Hours and Location

Monday through Friday, 8 hours per day, 40 hours per week with some scheduling flexibility. Occasional overtime work in evenings or weekends upon prior approval by supervisor. The position will work out of the Los Angeles River Center and Gardens but will occasionally be required to travel to various other locations. Offices at the River Center are spread among multiple buildings and floors.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the essential functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Education and Experience

- B.A. or B.S. degree. One year of relevant experience may be substituted for each year of required education.
- Two (2) years performing increasingly responsible contract administration duties.
- Experience in project management.

Knowledge of:

- Common Windows-based programs including word processing, spreadsheets, and databases.
- Advanced proficiency with Microsoft Excel to gather, analyze and present data.
- Basic proficiency in Microsoft Project and Access.
- State of California grant and procurement regulations and procedures.

- Audit and Fiscal Management principles for the public sector.
- Office practices and procedures.

Ability to:

- Prioritize varying tasks and projects, and manage multiple projects at once.
- Work independently to handle multiple tasks under deadlines.
- Revise work approach to address changed conditions.
- Complete projects and follow oral and written directions.
- Quickly change tasks and focus.
- Comprehend and analyze grant and contract documents.
- Learn and use WordPerfect and other software.
- Consistently follow a standard filing system.
- Research agency archives and other sources to document projects.
- Negotiate terms of equipment leases.
- Innovate and improve administrative processes.

Competencies:

- Excellent oral and written communication skills.
- Excellent organizational skills.
- Establish and maintain cooperative relations with those contacted in the course of work including the general public.

Other Requirements

Candidates must have a valid California driver's license in good standing with a satisfactory driving record. Employees must be willing to participate in agency emergency response.

All appointment offers are contingent upon the following:

- Background check including submission of fingerprints to Department of Justice, and a record clean of violent crimes or felonies.
- Successful completion of a physical examination including a drug test.
- Verification of the right to work in the United States.

COMPENSATION

Wages

The starting hourly rate for this position is \$20.97.

Existing MRCA employees may be compensated at a higher rate if they can demonstrate, to the satisfaction of the Chief Deputy Executive Officer, that appropriate additional duties will be performed in addition to the position's essential duties. This provision does not apply to applicants who are not currently employed by MRCA, and may be exercised only at MRCA's discretion.

Benefits

Mountains Recreation and Conservation Authority offers a comprehensive benefits package to meet the needs of its employees and their families. Eligibility for benefits varies depending on the category of employment and how long the employee has worked. Our employees have access to several benefits, including:

- Medical
- Dental
- Vision
- Paid Leave: Vacation, Holidays, Sick Leave
- Retirement and Deferred Compensation option
- Health/Dental Flexible Spending Account
- Dependent Care Flexible Spending Account
- Life Insurance
- Employee Assistance Program

MRCA offers both Health Maintenance Organization (HMO) and Preferred Provider Organization (PPO) plans for Medical and Dental. A Vision Plan and Life Insurance is included with all options. Eligible employees may enroll in a 457(b) Deferred Compensation Plan and Flexible Spending Accounts for dependent care and health/dental care. MRCA contracts with the California Public Employees' Retirement System (CalPERS) to provide a defined benefits program for eligible employees.

HOW TO APPLY

Submit resume and letter of interest via email to employment@mrca.ca.gov or via fax to 323-843-9838, ATTN: Zagreb De La Torre with "Contracts Coordinator" included as a subject. No phone calls, please. The acceptance of your application will depend on whether you have clearly shown that you meet the minimum requirements. Please contact us if you need an accommodation in the recruitment process or an alternate format of this announcement.

The position is open to the public for all qualified applicants. Depending on the applicant pool, not all applicants meeting the minimum qualifications will be selected to continue in the recruitment process. This position will remain open until filled. The eligibility list from this recruitment may be used to fill this vacancy and other vacancies in the future.

All notifications will be sent to the e-mail address or phone number provided on your application or resume. Candidates are responsible for providing a valid phone number and/or e-mail address.

All information is subject to verification at any point during the recruitment process, including after an appointment has been made. Falsification of any information may result in disqualification or withdrawal of appointment.

ABOUT MRCA

The Mountains Recreation and Conservation Authority (MRCA) was created in 1985 with a mission to protect and preserve park and open space lands surrounding Los Angeles and is a joint powers authority between the Santa Monica Mountains Conservancy, the Conejo Recreation and Park District and the Rancho Simi Recreation and Park District. These public agencies work together to preserve open spaces, natural wilderness and wildlife habitat of the Los Angeles and Ventura County metropolitan regions and to make these lands accessible to all residents of Southern California.

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The MRCA is an equal opportunity employer and will not discriminate on the basis of race, color, national origin, ancestry, religious creed, age, sex, gender (including pregnancy, childbirth, breastfeeding, or related medical conditions) sexual orientation, gender identity, gender expression, genetic information, marital status, military and veteran status, physical or mental disability, medical condition, or any other basis protected by law.

This job announcement is not intended to, and does not, create an employment contract of any kind and does not create any express or implied contractual obligations. Employment at MRCA is at-will without exception. The employee and MRCA may terminate employment at any time with or without advance notice and with or without cause.

Any provision contained in this job announcement may be modified or revoked at any time without notice.