



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 EXECUTIVE ASSISTANT II

June 15, 2018

The Mountains Recreation and Conservation Authority (MRCA) is recruiting a highly motivated and organized Executive Assistant to fulfill a critical function in the agency. The Executive Assistant, under the general direction of the Chief Administrative Officer, will provide executive support, manage calendars, manage the office, and work on a variety of special projects. The ideal individual will have the ability to exercise sound judgment in a variety of situations, maintain a realistic balance among multiple priorities, work closely with multiple strong personalities, and possess great written and verbal communication, administrative, and organizational skills. The Executive Assistant will have the ability to work independently on projects from conception to completion with minimal direction and must be able to work under pressure to handle a wide variety of activities. A high degree of aptitude, attention to detail, self-initiative and regular management of changing priorities is required.

Individuals who are interested in parks, open space preservation and/or recreational planning issues will thrive in this mission-driven environment.

This position will be based out of agency headquarters at Ramirez Canyon Park in Malibu, CA, and will require some travel to various agency parks.

PRIMARY RESPONSIBILITIES

- Assist the Executive Officer with administrative tasks including but not limited to managing calendar, scheduling travel, arranging meetings and luncheons; completing expense reports; preparing meeting materials such as minutes, agendas, and itineraries.
- Assist in planning and coordination of a variety of park events and projects.
- Research materials, type, and proofread a variety of documents including general correspondence, memoranda, staff reports and resolutions.
- Communicate effectively with senior staff, Board members, and others to facilitate the Executive Officer's initiatives.
- Maintain ongoing relationships with representatives of elected officials, other government agencies, non-profit organizations, homeowner's associations, and the public at large.
- Answer phones, receive and distribute mail, and post packages.
- Manage office inventory, order supplies and organize park office.
- Maintain accurate filing and documentation at all times and as appropriate.
- Perform related duties as required.

REQUIRED HOURS

Monday through Friday, 8 hours per day, 40 hours per week. Must be able to work occasional late evening hours, overtime, and weekends.

REQUIRED SKILLS

- Four-year college degree or a combination of AA degree plus two years of experience as an executive assistant or other relevant administrative support experience.
- Strong organizational skills and meticulous attention to detail.
- Knowledge of MS Office suite and Adobe products. Official agency documents are prepared in WordPerfect.
- Excellent interpersonal, written and oral communication skills.
- Ability to interact efficiently, effectively and diplomatically with stakeholders and maintain cooperative relations in the course of work.
- Ability to handle multiple projects and responsibilities, often on short deadlines.
- Ability to prioritize varying tasks, complete projects, and follow directions from multiple members of staff.
- Must have a valid California Driver's License with a satisfactory driving record.
- Ability to pass a background check including fingerprinting.
- Must pass a physical examination including a drug test.

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

CONTACT: Stepph Sharpe at (323) 221-9944 Extension 141 or stephanie.sharpe@mrca.ca.gov

HOW TO APPLY: Send your resume and letter of interest to: zagreb.delatorre@mrca.ca.gov or you may fax to: (323) 441-8691 to the attention of Zagreb De La Torre, Human Resources Specialist, by June 30, 2018.

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. Founded in 1985, the MRCA has acquired tens of thousands of acres of open space and it currently owns, operates, and/or manages over 75,000 acres of parkland throughout Southern California. The MRCA and its partners are widely recognized as leaders in the effort to acquire, preserve, restore, and maintain public parkland for wildlife habitat and recreational uses, with a renewed focus on new acquisition and park construction along the Los Angeles River and in underserved urban areas.

The MRCA is an equal opportunity employer and is committed to the belief that each individual is entitled to equal employment opportunity. For more information, please visit: www.mrca.ca.gov.