



MOUNTAINS RECREATION & CONSERVATION AUTHORITY

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

JOB OPPORTUNITY BULLETIN ADMINISTRATIVE ASSISTANT

September 21, 2018

POSITION SUMMARY

The Administrative Assistant will assist the Chief Administrative Officer with general clerical work, perform receptionist duties at the Los Angeles River Center and Gardens, and assist with facility calendar management.

This position requires a responsible, organized, articulate, meticulous, detail-oriented individual who can learn and is able to perform an array of tasks, has good judgment in decision-making, and can work independently or as part of a team. The individual must be willing to take on tasks in areas that are outside their expertise, come up with multiple solutions to any given problem, and make progress independently on routine and recurring tasks. Advanced proficiency in Spanish (verbal) is required.

This is administrative support work in an office setting including communicating with public visitors and callers to the facility, for a person at entry-level. The 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 1, 2018 at 5:00 p.m. Pacific Standard Time.

Type

This is a full-time, at-will, 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.

- Assist the Chief Administrative Officer with administrative tasks.
- Coordinate timely submission of timesheets, expense reports (credit cards) and payment requests from a variety of employees to Executive Staff. Cross-check accounting/billing codes on various forms prepared by others and verify documentation is present. Follow up on unanswered inquiries related to such forms and documentation.
- Verify use of paid leave and overtime per MRCA policies.

- Communicate frequently with other staff and follow up on unanswered inquiries.
- Serve as initial contact for visitors and callers to the facility, both by answering phones and in person inquiries. Respond to requests for information and complaints; interpret and explain regulations, procedures, etc. in response to inquiries and complaints; research and gather information to provide accurate answers and information; refer technical issues to appropriate staff.
- Assist with calendar management for meeting room reservations.
- Set up meetings and conference calls, including notifying participants, locating and reserving sites, providing support materials, and preparing conference room and equipment. Manage online video conference account and schedule.
- Maintain meticulous files, including documentation of and authorization for expenses, project progress, contracts, project budgets, contacts, and correspondence; follow established filing and record-keeping systems with a high degree of accuracy.
- Independently compose a variety of documents which may include confidential material, including general correspondence, agendas, staff reports, resolutions and memoranda.
- 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

- Open and review mail.
- Coordinate and place orders for office supplies, business cards, badges and nameplates.
- Assist in the development or modification of general agency procedures and manuals to achieve greater efficiency and compliance.
- Assist in the development of forms, worksheets and/or spreadsheets; accurately input data entry.
- Assist in the development of internal agency trainings.
- Maintain up-to-date reference lists of codes.
- Prepare and maintain vendor and agency phone and mailing lists.

JOB SPECIFICATIONS

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 inside the office.

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 may be required to travel to various agency 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

- A.A. degree. One year of relevant experience may be substituted for each year of required education.
- One (1) year performing clerical duties.

Knowledge of:

- Basic proficiency in common Windows-based programs including word processing, spreadsheets, e-mail and file management.
- Moderate proficiency in Word and Excel.
- General 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.
- Consistently follow agency procedures.
- Innovate and improve processes.
- Learn new software including WordPerfect.

- Exercise discretion and sensitivity to confidential information.

Competencies:

- Advanced proficiency in Spanish (verbal).
- 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 range of hourly rates for this position is \$13.63 to \$16.56.

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 and as budget allows.

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 "Administrative Assistant" 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 phone number or e-mail address 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.