



MOUNTAINS RECREATION & CONSERVATION AUTHORITY

Los Angeles River Center and Gardens
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Los Angeles, California 90065
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JOB OPPORTUNITY BULLETIN PROJECT ASSISTANT II – RANGER DIVISION

April 2019

POSITION SUMMARY

The Project Assistant of the Mountains Recreation and Conservation Authority will provide administrative and staff support, handle an array of tasks, solve problems independently, have good judgement in decision making, and perform other associated tasks as directed. This position requires an individual who is self-motivated, highly organized, and able to work on several projects simultaneously. The work performed will support the MRCA's goal of providing a safe park for the public to use.

Type

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

Supervision

The Project Assistant II reports to the Project Manager. Assorted tasks may be supervised by the Division Chief or other Senior Staff.

ESSENTIAL FUNCTIONS

The following duties are typical for this classification. Successful candidates 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 or legal needs and changing practices.

- Filing of agency documents.
- Coordination of Annual Parking Permit Program, including the processing of mail receipts of parking permits, documenting payments, sorting, logging and issuing of parking permits.
- Administration of citation reviews, processing letters by opening, sorting and allocating proper back-up documentation and photo copy of citations, logging citation reviews and mailing results to parties accordingly.
- Maintain inventory control of parking program, ordering of citation forms, supplies for machines, administrative review forms and all other supplies.
- General office duties such as typing, bookkeeping, flow of correspondence, filing, requisition of supplies, copying, scanning, faxing, etc.
- Maintain and update Incident Reports database as needed, update old reports, assign and number reports.
- Administration of Photo Enforcement Program.
- Receive and distribute all incoming mail such as such as letters, deposits, hearing requests and payments. File returns and post in Intelius system, prepare payment deposits, prepare hearing documentations and mail hearing results, control

nominations by inputting information into database and file accordingly.

- Return calls and be able to deal with difficult people.
- Mail out contesting documents to the public as needed.
- Respond to staff requests for administrative support as needed.
- Serve as a back-up for small claims court.
- 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 other duties and projects as directed

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 both remain in a stationary position and travel between multiple buildings. Occasionally move about inside the office to access supplies and office machinery. The employee is frequently required to understand and communicate with others and utilize close vision abilities, spending extended hours in front of a computer screen, exchange information, review handwritten, electronic and facsimile documents and operate computer and other office productivity machinery. The employee must occasionally transport, move, and position up to 20 pounds.

Hours and Location

This is a non-exempt hourly position. The expectation is that the successful candidate will primarily work Monday through Friday, 8 hours per day, 40 hours per week with some scheduling flexibility. Occasional work on evenings or weekends will be required as necessary or as directed. Overtime may be required upon prior approval by the supervisor. The position will work out of the Franklin Canyon Park but may be required to travel to various agency locations and offsite meeting locations.

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

- Some college education or A.A. degree preferred.
- Three (3) years of office administrative support experience.

Knowledge of:

- Common Windows-based programs including word processing, spreadsheets, and databases.

Ability to:

- Communicate effectively verbally and in writing .
- 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.

Competencies:

- Excellent oral and written English language skills. Not required to be a native English speaker, but fluency in English will be required.
- Excellent organizational skills
- Establish and maintain cooperative relations with those contacted in the course of work including the general public
- Ability to communicate in multiple languages desired

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 employment 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 rate for this title is \$17.05 per hour.

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
- 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. Effective January 1, 2013, new members to CalPERS are subject to the provisions of the Public Employees' Pension Reform Act of 2013 (PEPRA) with a retirement formula of 2% @ 62. Employees with a hire date on or before December 31, 2012 have a retirement formula of 2% @ 60.

HOW TO APPLY

Submit cover letter and resume via email to employment@mrca.ca.gov with "Project Analyst II – Ranger Division" included as a subject. No phone calls, please. If applicable, submissions with the requested documents will be accepted through third party websites. 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 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 provided on your application or resume. Candidates are responsible for providing a valid 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 rescission 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.

The MRCA is an equal opportunity employer and does not discriminate on the basis of race, color, ancestry, national origin, citizenship, religion, age, medical condition, including genetic characteristics, mental or physical disability, veteran status, marital status, sex, pregnancy, sexual orientation, gender, weight, height, linguistic characteristics (such as accent and limited English proficiency, where not substantially job-related), citizenship status, or any other basis prohibited by law. The MRCA strongly encourages diverse candidates to apply for open positions.

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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.