



MOUNTAINS RECREATION & CONSERVATION AUTHORITY

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

JOB OPPORTUNITY BULLETIN

Public Officer

November 18, 2019

POSITION SUMMARY

The Public Officer position falls under the general direction of the Chief Ranger and is responsible for maintaining parking lot locations managed by the MRCA. Additional duties will include general park maintenance, visitor service, responding to emergencies (medical and wild land fires), issuing parking citations.

This is a professional position that 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.

This position will remain open until filled.

Type

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

Supervision

This position reports to a Supervising Ranger. Assorted tasks may be supervised directly by Division Chief or other Executive 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 operational needs and changing practices.

- Maintain electronic and mechanical pay stations.
- Collection and transport of money from pay stations.
- Issuing parking citations.
- Perform traffic control.
- Use, wear and maintain protective equipment which includes chemical agents (O.C.).
- Perform routine maintenance and repairs on agency vehicles and various equipment.
- Perform a variety of maintenance, restoration and repair duties.
- Remove graffiti as necessary, empty trash cans, clean restrooms, clean up litter, remove graffiti and illegal dumping.
- Conduct interpretive programs.

- Operate with substantial independence and coordinate work with others in completing assignments.
- Coordinate with vendors and other government entities.
- 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.

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 hike, run, bend, lift, stoop, kneel, reach and climb, lift and carry items weighing up to 60 pounds for a distance up to 50 feet both indoors and outdoors, constantly work in outdoor weather conditions and frequently move about work sites,

Incumbents should have physical strength, endurance and agility; be mentally alert and physically sound; hearing and vision sufficient to perform the essential functions of the job.

Required Hours and Location

40 hours per week, must be available to work nights, weekends, holidays and overtime. Must be available to work at various 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

- Must be at least 18 years of age.
- Have a High School diploma or GED equivalent. B.A. or B.S. degree preferred. One year of relevant experience may be substituted for each year of required education.

- Two (2) years of experience in law enforcement, parking enforcement, EMS or other related field is recommended for appointment.

Training and Certification

- Possess a valid California Driver License with a satisfactory driving record. (Must provide DMV printout)
- Certificate in First Aid/CPR for the professional rescuer or equivalent. (Be able to attain within 6 months of employment)

Knowledge of:

- Common Windows-based programs including word processing, spreadsheets, and databases.
- Proficiency in basic mathematics; basic grammar and spelling as required in preparing reports and records.

Ability to:

- Prioritize varying tasks, projects, and manage multiple projects at once.
- Work independently to handle multiple tasks under deadlines.
- Revise work approach and/or tactics to address changing conditions.
- Complete projects and follow oral and written directions.
- Quickly change tasks and focus.
- Exercise discretion and sensitivity to confidential information.
- Ability to complete a P.O.S.T. approved P.C. 832 course.
- Ability to complete the MRCA Wildland Fire training.

Competencies:

- Excellent oral and written English language skills. Not required to be a native English speaker, but fluency in English is required.
- Excellent organizational skills.
- Establish and maintain cooperative relations with those contacted in the course of work including the general public.
- Emotional maturity; tact and diplomacy; poise and self-confidence.

All appointment offers are contingent upon the following:

- A Thorough 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.

COMPENSATION

Wages

The starting hourly rate for Public Officer is \$18.23.

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
- 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.

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 "Public Officer" 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.

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.