



MOUNTAINS RECREATION & CONSERVATION AUTHORITY

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

JOB OPPORTUNITY BULLETIN CONSTRUCTION SECRETARY

December 09, 2019

POSITION SUMMARY

The Construction Secretary will assist the Chief of Construction, Construction Services Manager and the Construction Project Analyst with administrative tasks within the division.

This position requires a highly motivated, responsible, organized, problem-solver and self-starter individual who can handle an array of tasks, has excellent written and verbal communication skills, has good judgement, 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.

This is a supportive role to the construction division with high use of various computer software's, research, problem solving and communication skills for a person at a intermediate level. The work performed will support MRCA's new construction operations, emergency projects, as well as general improvements to parks, and other efforts related to public access, open space conservation, habitat restoration, and urban park development.

This position will remain open until filled.

Type

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

Supervision

This position reports to the Chief Construction Division. Assorted tasks may be supervised by the Construction Services Manager and the Construction Project Analyst.

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.

- Coordinate material orders, delivery and invoices.
- Maintain division files, including documentation of and authorization for expenses, project progress, contracts, project budgets, contacts, and correspondence.
- Order materials, equipment, and tools. Coordinate delivery/pick up of items.
- Prepare and maintain vendor and agency phone and mailing lists.
- Assist in planning and coordination of construction projects.

- Handle all Construction Division correspondence in a timely manner.
- Prepare written materials (reports, graphs, memos, etc.) for the Construction Division.
- Assist with MRCA's Safety Program committee and write reports on safety issues for agency wide distribution.
- Assist with MRCA's Labor Compliance Program.
- Conduct tailgate safety meetings biweekly with construction team.
- Assist with MRCA's pesticide use program and reporting
- Maintain records of agency utilities.
- 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 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 may occasionally bend, lift, stoop, kneel, reach and climb, lift and carry 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 on 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 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

- High School Diploma or GED. Associates Degree preferred.
- Two (2) years performing administrative duties.
- Experience in construction field preferred.

Training and Certification

- Not required.

Knowledge of:

- Proficiency in Windows-based programs including word processing, spreadsheets, and databases.
- Proficiency in grammar, spelling and basic mathematics.
- Knowledge of operating standard office equipment.

Ability to:

- Prioritize varying tasks and 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.
- Learn technical material as needed.
- Innovate and improve processes.
- Learn new software including WordPerfect.
- Exercise discretion and sensitivity to confidential information.

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.

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. Bilingual skills in English and another locally common language, such as Spanish, Korean, Farsi, Chinese, Armenian, Yiddish, or Tagalog is highly desired.

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 \$17.90.

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 "Construction Secretary" 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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www.instagram.com/mrcaparks

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.