



## MOUNTAINS RECREATION & CONSERVATION AUTHORITY

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

### **JOB OPPORTUNITY BULLETIN COASTAL PLANNING PROJECT MANAGER**

May 11, 2021

#### **POSITION SUMMARY**

The Coastal Planning Project Manager (Class: Project Analyst III) will plan and manage projects for coastal accessway development, coastal parkland development, trail system development, public access, and open space conservation, including design and construction of new coastal and parkland amenities, creation of parkland and beach access in coastal neighborhoods, renovation of infrastructure and buildings, acquisition of land, and development of long-term improvement, operation and management plans. Capital projects include renovation of existing facilities, new construction by contractors and force account, and fee acquisition and donation of land interests.

This is professional and technical work pursuant to the terms of grants, contracts, and applicable regulations, involving frequent communication with others, for a flexible person at an intermediate level. Project managers must also build community support, seek funding opportunities, actively cooperate with other government agencies and non-profit organizations, and keep current with related planning processes. The work performed will support MRCA's Coastal Access Work program, land acquisition, and major maintenance/improvement projects in the Coastal Zone, and other MRCA efforts related to public access, open space conservation, habitat restoration, and coastal park development.

This position requires a highly motivated, responsible, organized and self-starter individual who can handle an array of tasks at the same time as part of her/his/their workload, has good judgment and can make decisions, and works well independently and as part of a small 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.

**Applications are due May 25, 2021 at 5:00 p.m. Pacific Standard Time.**

#### Type

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

#### Supervision

This position reports to the Coastal Projects Special Counsel. Assorted tasks may be supervised by Executive Staff. The position supervises no other staff, and generally works as part of a team of 3-4 coworkers.

## **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.

- Implement multiple projects simultaneously: The project manager is the central point of contact on all issues concerning assigned projects and will be responsible for project quality. Perform project tracking, scheduling, and budget management.
- Oversee consultants and contractors, manage contracts, coordinate project team and collaborate with coworkers to ensure that the project scope is completed according to grant agreements, schedules, and cost limits. Assist in selection of consultants/contractors.
- Perform day-to-day administration of grants, prepare required reports and ensure conformance with grant agreements.
- Determine project scope, options, and alternatives to overcome constraints. Revise as often as needed to address unexpected conditions.
- Maintain files, including documentation and authorization for expenses, project progress, contracts and grant agreements, project budgets, contacts, board actions and all other items related to a project's development.
- Write and coordinate grant proposals and research new funding opportunities for land acquisition, coastal access development, and related planning efforts.
- Cooperate with other team members to accomplish project goals.
- Produce written materials including staff reports, text for publication, proposals, progress reports, and a variety of other documents.
- Manage project budgets with funding from multiple sources, keeping abreast of status and expense eligibility requirements, identifying solutions to shortfalls, and keeping up to date as projects evolve.
- Prepare Requests for Proposals/Requests for Bids, and review bids. Select and manage contractors and consultants in conjunction with other staff. Ensure bidding process meets applicable regulations. Assist with estimating and selection of vendors for best value.
- Provide support to coworkers on other projects.
- Analyze, verify and obtain payment approvals for invoices.

- 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.
- Assist with coordination of construction. Achieve budget goals by monitoring vendor costs, change orders, and material and supply costs.
- Coordinate as needed with Construction Supervisors to monitor progress of in-house staff (force account).
- Lead and participate in group hikes, project site tours, and coastal trips with project stakeholders.
- Manage the CEQA compliance process for potential projects.
- 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 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, observe site conditions, and operate a computer and other office productivity machinery. Occasionally work in outdoor weather conditions and move between multiple work sites. The employee must occasionally move items weighing up to 20 pounds inside the office.

### **Required Hours and Location**

Full-time: 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 King Gillette Ranch (26800 Mulholland Hwy, Calabasas, CA 91302), and at some future time perhaps Ramirez Canyon Park (5750 Ramirez Canyon Rd, Malibu, CA 91265) and may be required to travel to various other locations. Offices at both locations are spread among multiple buildings and floors. Remote working may be allowed, subject to supervisor approval.

Part-time: Schedule to be determined. Minimum 20 hours per week with some scheduling flexibility. Occasional work in evenings or weekends upon request by supervisor. The position will work out of King Gillette Ranch (26800 Mulholland Hwy, Calabasas, CA 91302), and at some future time perhaps Ramirez Canyon Park (5750 Ramirez Canyon Rd, Malibu, CA 91265) and may be required to travel to various other locations. Offices at both locations are spread among multiple buildings and floors. Remote working may be allowed, subject to supervisor approval.

### Public Contact

Coastal project sites that are open to the general public have daylight operating hours and this position is likely to have contact with members of the public when working at those sites. In addition, this position may also be likely to have contact with members of the public for coastal project sites under development. The MRCA is committed to protecting its staff by ensuring appropriate physical distancing and proper infection control while supporting equitable access to coastal areas. Our requirements are based on the current County of Los Angeles guidance and subject to change as the County updates their policies.

## **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

- M.A. or M.S. degree OR One year of relevant experience may be substituted for each year of required education. Relevant course studies include natural resources, engineering, real estate, law, planning, environmental science, geography, biology, landscape architecture, environmental design, or related fields.
- Three-Five (3-5) years performing project management duties that include: creative problem solving, working on an interdisciplinary team, coordinating consultants, technical writing, scheduling, and budgeting.
- Experience desired in: public speaking; community outreach/engagement, including on-line survey tools; identifying and applying for project specific funding; sea level rise analysis (climate adaptation); and construction trade or construction management.
- Ability to speak Spanish is required.
- Bilingual skills in English and another locally common language, such as Korean, Farsi, Chinese, Armenian, Yiddish, or Tagalog is highly desired.

### Training and Certification

- None required.

### Knowledge of:

- Common Windows-based programs including Microsoft Teams, OneDrive, remote meeting software, word processing, spreadsheets, and databases.
- Basic proficiency in local and state government, public contracting, public finance, social media management, web design, native flora and fauna, regional geography.
- Advanced proficiency with California coastal land use and planning, California Coastal Act, CEQA, Malibu Local Coastal Program, Open Meeting Act.
- Office practices and procedures.

### Ability to:

- Work independently and as part of a team.
1. Handle multiple tasks under deadlines.
  2. Learn technical material and advanced technical writing proficiency.
  3. Prioritize varying tasks and projects and manage multiple projects at once.
  4. Revise work approach to address changed conditions.
  5. Complete projects and follow oral and written directions.
  6. Quickly change tasks and focus.
  7. Devise multiple solutions to any given problem, in areas that may be outside their expertise.
  8. Comprehend regulatory requirements.
  9. Consistently follow agency procedures.
  10. Innovate and improve processes.
  11. Learn new software including WordPerfect.
  12. Exercise discretion and sensitivity to confidential information.
  13. Prepare written and graphic materials for a variety of audiences.
  14. Communicate to a variety of audiences about Agency projects and objectives.
  15. Read maps and navigate through greater Los Angeles, in both urban developed and undeveloped open space areas.

### Competencies:

- Excellent oral and written English language skills. Not required to be a native English speaker, but fluency in English will be required.
- Excellent public presentation 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 a Project Analyst III is \$25.91 to \$31.50.

### Classification Level

A Project Analyst III will perform the functions with a low level of supervision and less frequent check-ins to verify tasks and decision support. A Project Analyst III shall have the ability to advance into a team leadership role and determine project direction.

### 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](mailto:employment@mrca.ca.gov) or via fax to 323-221-9934, ATTN: Zagreb De La Torre with "Coastal Planning Project Manager" 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 coastal areas, 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 California and visitors.

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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[www.mrca.ca.gov/coastal-access/](http://www.mrca.ca.gov/coastal-access/)

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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.**