



## MOUNTAINS RECREATION & CONSERVATION AUTHORITY

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

### **JOB OPPORTUNITY BULLETIN WILDFIRE RESILIENCE PROJECT MANAGER**

June 24, 2021 – Revised

#### **POSITION SUMMARY**

The Wildfire Resilience Project Manager (Class: Project Analyst II or Project Analyst III) will manage projects related to the overall MRCA efforts regarding wildfire resilience, including tracking and analyzing existing funding sources related to wildfire preparedness and response, supporting staff project as defined by the early action wildfire resilience plan, coordinating with other MRCA and SMMC staff members working on wildfire related projects and programs, preparing and documenting further regional needs.

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 abreast of related planning processes. The work performed will support MRCA's capital Workprogram for wildfire resilience including improvements, workforce development, ignition prevention and suppression, inspection and monitoring and structure hardening and other MRCA efforts related to public access, open space conservation, habitat restoration, and urban park development. Special projects assigned or led by the Chief of Staff will be supported by this position.

**Applications are due June 15, 2021 at 5:00 p.m. Pacific Standard Time.**

#### Type

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

#### Supervision

This position reports to the Chief of Staff. Assorted tasks may be supervised by 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.

- 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, park 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.
- Perform related duties as required.

## **NON-ESSENTIAL FUNCTIONS**

- Assist with coordination of construction. Achieve budget goals by monitoring vendor costs, change orders, and material and supply costs.
- Coordinate as needed with interdivisional teams to monitor progress of in-house staff.
- Quantify and describe the benefits of potential projects based on latest accepted science, research, and generally accepted methodology.

## **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. 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 other locations. Offices at the River Center are spread among multiple buildings and floors.

### Public Contact

As public parklands, the majority of MRCA properties are open to the general public during operating hours. This position is likely to have physical contact with members of the public in public areas such as parking lots and shared public/office restrooms and during in-person public meetings. The MRCA is committed to protecting its staff by ensuring appropriate physical distancing and proper infection control while supporting equitable access to services. Our requirements are based on the current County of Los Angeles guidance, and are 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

- B.A. or B.S. degree or higher. Relevant course studies include natural resources, engineering, planning, environmental science, geography, biology, ecology, landscape architecture, environmental design, project management, organizational management or related fields.
- Two (2) years of highly relevant experience 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; identifying and applying for project specific funding; and construction trade or construction management.

### Training and Certification

- Certification or coursework in project management preferred.

### Knowledge of:

- Basic proficiency in common Windows-based programs including word processing and spreadsheets.
- Basic understanding of native plants, animals, and ecosystems of Southern California.
- Basic understanding of design and landscape construction processes.
- Basic understanding of California Environmental Quality Act requirements.
- Office practices and procedures.

### Ability to:

- Work independently, or as part of a team.
- Handle multiple tasks under deadlines.
- Learn technical material and advanced technical writing proficiency.
- Prioritize varying tasks and projects and manage multiple projects at once.
- Revise work approach to address changed conditions.
- Complete projects and follow oral and written directions.
- Quickly change tasks and focus.
- Revise work approach to address changed conditions.
- Devise multiple solutions to any given problem, in areas that may be outside their expertise.
- Comprehend regulatory requirements.
- Consistently follow agency procedures.
- Innovate and improve processes.
- Learn new software including WordPerfect.
- Exercise discretion and sensitivity to confidential information.
- Prepare written and graphic materials for a variety of audiences.
- Communicate to a variety of audiences about Agency projects and objectives.
- 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 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 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 range of hourly rates for a Project Analyst III is \$25.91 to \$31.50.

Classification Level

The selected candidate may be hired as a Project Analyst III, depending on experience. 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 323-843-9838, ATTN: Zagreb De La Torre with "Wildfire Resilience 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. Applications are due June 15, 2021 at 5:00 p.m. Pacific Standard Time. 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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[www.facebook.com/LAMountains.com](https://www.facebook.com/LAMountains.com)  
[www.instagram.com/mrcaparks](https://www.instagram.com/mrcaparks)

**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.**