



## MOUNTAINS RECREATION & CONSERVATION AUTHORITY

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

### **JOB OPPORTUNITY BULLETIN PARK DEVELOPMENT PROJECT MANAGER**

January 14, 2022

#### **POSITION SUMMARY**

The Park Development Project Manager (Class: Project Analyst II or Project Analyst III) will manage park development and landscape improvement projects, prepare construction plans and details, perform construction observation and troubleshooting, monitor renovation of infrastructure and building projects, and perform general project management. Capital projects include renovation of existing facilities, new construction by contractors and force account, and fee acquisition 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 entry or 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 improvements, land acquisition, and major maintenance projects in nature parks within greater Los Angeles, and other MRCA efforts related to public access, open space conservation, habitat restoration, and urban park development.

Ability to speak Spanish is required.

**Applications are due February 25, 2022, 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 Staff Landscape Architect. Assorted tasks may be supervised by Executive Staff and may include participation in multi-division teams. The position supervises no other staff. The supervisor is a licensed Landscape Architect and hours worked may count toward State requirements for licensure.

#### **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.

- Produce landscape improvement plans, details, and specifications, at conceptual design, schematic design, and construction document phases with both hand-drawn graphics, computer graphic programs (i.e., adobe graphic suite, sketch-up, rivet, and/or any other 3D digital rendering programs), and CAD techniques.
- Produce early concept designs for a variety of project types.
- Perform assessment of architectural barriers.
- Research new construction/architectural products and technologies.
- Coordinate with others to monitor progress of in-house staff (force account) and subcontractors, assure compliance with plans and specifications, and troubleshoot as needed.
- Perform Construction Administration tasks and, with assistance as needed, respond to RFIs from contractors and construction management consultants.
- 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.
- 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.
- 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.
- 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.
- 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**

- Write and coordinate grant proposals and research new funding opportunities for land acquisition, park development, and related planning efforts.
- Manage the CEQA compliance process for potential projects.
- Lead and participate in group hikes, project site tours, and kayak trips with project stakeholders.
- Represent the agency in public forums.

### **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 must occasionally move items weighing up to 20 pounds inside the office.

During project site surveys, the employee is regularly required to position self to perform measurement and inventory tasks, frequently move about work sites, operate a mobile system to complete checklists, travel to various park sites, frequently operate measuring tools to record measurements indoors and in outdoor weather conditions, transport tools between vehicles and work sites on a daily basis, and occasionally ascend/descend a ladder to access areas of work.

#### 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 and will be required to travel to various other locations. Offices at the River Center are spread among multiple buildings and floors. Remote working may be allowed, subject to supervisor approval.

#### 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.L.A, B.A. or B.S. degree.
- Completion of Landscape Architecture degree (bachelor or masters). Completion of an approved extension certificate program meeting education requirements for State of California licensure may be substituted.
- One (1) year 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, 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 desired.

### Training and Certification

- None required.

### Knowledge of:

- Advanced proficiency with AutoCAD software.
- Construction practices for architecture and landscape improvements.
- Basic irrigation and water BMPs design.
- Knowledge in State of California Building Code and ADAS requirements for public facilities.
- Intermediate proficiency with, or ability to learn, BlueDAG software (or equivalent).

- 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.
- Office practices and procedures.

Ability to:

- Cooperate with coworkers and revise project approach as needed to accommodate concerns.
- Work independently, or as part of a team.
- Prepare written and graphic materials for a variety of audiences.
- 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.
- 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.
- Exercise discretion and sensitivity to confidential information.
- 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.

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.
- Proof of fully vaccinated status against COVID-19 as defined by the Los Angeles County Department of Public Health is required.

## **COMPENSATION**

### Wages

The range of hourly rates for a Project Analyst II is \$24.28 to \$29.51.

The range of hourly rates for a Project Analyst III is \$27.21 to \$33.07.

### Classification Level

The selected candidate may be hired as a Project Analyst II or Project Analyst III, depending on experience. A Project Analyst II will perform the functions with a moderate level of supervision, making some judgments independently, and regular check-ins for guidance and task prioritization. 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) with "Park Development Project Manager" included as a subject or via fax to 323-843-9838, ATTN: Zagreb De La Torre. 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. 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.**