

# Job Announcement

San Gabriel River Discovery Center  
September 2, 2008

The San Gabriel River Discovery Center has one opening for a **Project Manager**. Please see the full job description on the following pages.

## **Overview**

This is a responsible, mid-level, self-starting position capable of independent and analytical skills and action to carry out a broad range of significant tasks on behalf of the SGRDCA. Regularly interacts with a wide range of individuals (elected officials, schools boards, consultants, Authority board members, peer managers, CBO's, support staff) in the course of work.

## **Minimum Qualifications**

**1) Bachelor's degree:** In a business or related field (marketing, public relations), education, social sciences, English or communications, science (biology, ecology), or otherwise related field; *and*,

**2) At least four years progressively responsible experience:** At least two of which must be at a project analyst/manager level or equivalent.

**Note:** Four additional years of relevant and responsible experience may substitute for a Bachelor's degree.

**Salary Range:** \$22/hour - \$25/hour

**How to apply:** Please send a letter of interest and résumé to:

Rivers and Mountains Conservancy  
100 N. Old San Gabriel Canyon Road  
Azusa, CA 91702  
Attention: Tim Worley  
Email: tworley@rmc.ca.gov

## **Deadline**

This position is **open until filled**. Interviews will be scheduled when a sufficient number of applications have been received, but not earlier than September 18.

# San Gabriel River Discovery Center Authority

## Job Description

Position: Project Manager I

This is a responsible, mid-level position capable of independent thought and action to carry out a broad range of significant tasks on behalf of the SGRDC. Interacts with many people, covering a wide range of responsibility (support staff, peer managers, consultants, Authority board members, elected officials) in the course of work.

### **Supervision Exercised and Received**

Receives direction from Executive Officer or designated manager. Provides project direction to, but does not directly supervise, Administrative Assistant or support staff positions. May direct work of consultants.

### **Essential Functions**

- ***Project planning:*** Conceptualizes, organizes, and implements plans for the development of SGRDC programming, fundraising, and administration.
- ***Research and analysis:*** Conducts independent research to collect, interpret, and organize for use, information related to SGRDC programs. Analyzes information needs, situations, problems and solutions, and organizes analysis for effective action.
- ***Communication and external relations:*** Creates and delivers effective communication, both written and oral, to a wide range of audiences. Writing conveys precise meaning, concisely and persuasively. Speaks easily to people of diverse ages, cultural heritage, education levels, and social positions. Represents SGRDC positions and needs to legislators and local elected officials and members of their staffs, educators, donors, and general public.
- ***Administration:*** Tracks project costs and progress, budget expenditures, and activities. Monitors and reports on administrative requirements of contracts, grant agreements, and/or state/federal law. Manages data needed for implementation of SGRDC program.

### **Knowledge, Skills, and Abilities**

- ***Knowledge of:*** English grammar, vocabulary, and spelling; techniques for project planning, management, and reporting; techniques and sources for research; legislative process and local government operations.
- ***Skills:*** Writing and public speaking for effective communication; business computer operation, including Word, Excel, PowerPoint.

## **San Gabriel River Discovery Center Authority Job Description**

- **Abilities:** Sit or stand for extended periods, walk, see, hear, and speak (reasonable accommodations may be made); work on a personal computer for several hours per day; understand complex situations and concepts.

### **Minimum Qualifications**

**Bachelor's degree** in business or related field (marketing, accounting, etc.), education, social science, English or communication, science (biology, ecology, etc.), recreation, or otherwise related field; AND,

**At least 4 years progressively responsible experience**, at least two of which must be at a project analyst level or equivalent.

**Note:** Four additional years of relevant and responsible experience may substitute for a Bachelor's degree.

### **Desirable Qualifications**

- Fundraising experience and knowledge
- Familiarity with California State educational standards
- Fluent or conversational in language such as Spanish or Mandarin
- MS Project or equivalent, MS Access or equivalent, writing for the Web, basic Web design
- Master's degree in business or non-profit management, education, or related field.