

Employment Opportunities

600 NE Grand Ave.
Portland, OR 97232-2736
503-797-1570
www.oregonmetro.gov/jobs



Community Investment Policy Advisor

(Policy Advisor I)

Internal recruitment

Status:	One full-time limited Duration: This position is funded through 12/31/2012
Department:	Government Affairs and Policy Development
Work location:	600 NE Grand Ave., Portland, Oregon
Salary range:	\$85,577 - \$121,556 annually This position is not represented and is exempt
Recruitment number:	GAPD-1423-June10
Application deadline:	July 22, 2010

Internal applicants must be current employees of Metro or MERC having regular, regular part-time or temporary employment. Temporary employees employed by Metro or MERC must have gone through a competitive selection process for the position currently held. Regular employees must have successfully completed their initial probationary period.

Please carefully follow application procedures at the end of the announcement.

Position summary

This position is assigned to the Government Affairs and Policy Development unit within the Council Office. Its primary responsibility is to manage an ongoing project, the goal of which is to develop and implement a community investment strategy that will enable the Portland metropolitan region to realize the objectives of the 2040 Growth Concept. While this project primarily supports the work of Metro's Planning and Development Department and Sustainability Center, incidental support may be provided for undertakings initiated by the Parks and Environmental Services Department and Metro's visitor venues.

The ideal candidate will have:

- Demonstrated ability to work effectively with state legislators, business and non-profit leaders and local officials
- Knowledge of and proficiency with public finance, including taxing, fees, bonding, etc., and an understanding of the relationship between public and private investment
- The flexibility to respond to changing conditions and shifting priorities

Essential job duties

An employee in this position must be able to perform all of the essential job duties listed below with or without reasonable accommodation; however, this list is not intended to include all of the specific tasks which an employee in this position may be expected to perform.

- Leads and manages highly visible and political projects, and manages multiple projects that require a high level of proficiency.
- Develops work programs and identifies key program needs and resources. Works with Directors and Managers from other Metro departments to assign staff, allocate materials and services, and identify program funding sources.

- Assists in developing program policies and strategic direction for relevant program issues.
- Prepares and executes consultant contracts and inter-governmental agreements; ensures federal, state and local contract requirements are met and that contracts meet project goals.
- Promotes collaboration among local governments and stakeholders from the public and nonprofit sectors to develop proposals that have broad-based regional support.
- Defines and implements processes and procedures to support decision-making.
- Communicates successfully with Metro executives, managers and staff, the public and various interest/business groups.
- Coordinates with other Metro departments and agencies and special districts to further Metro's regional agenda.
- Works closely with Metro's Communications Department and others to develop a strategy for the timing and release of events and materials.
- Develops and implements program budgets; oversees controls to ensure expenditures are within limits authorized through the budget.
- Works with Metro Council to develop strategies and initiatives that support the Community Investment Strategy.
- Presents information and policy choices to the Metro Council and other policy committees and stakeholders.
- Performs related duties as assigned.

Minimum Requirements

Bachelor's degree in planning, economics, finance, public administration, transportation or a related field and six years progressively responsible experience in complex project management and intergovernmental relations, or any combinations of education and experience which provides the applicant with the knowledge, skills and abilities required to perform the essential duties of the position.

Knowledge, skills and abilities

- Knowledge of public finance, including taxation, fees, bonding and debt, federal funding, etc.
- Knowledge of budget preparation and expenditure control.
- Knowledge of public policy development and practices.
- Knowledge of relevant federal, state and local regulations, including the Oregon land use program and the Metro Charter.
- Ability to effectively use a computer and business software.
- Ability to work independently and as part of a team.
- Ability to organize and conduct research, projects and business activities.
- Ability to prepare and present business and research information in an efficient and effective manner.
- Ability to provide leadership and oversight in developing goals and objectives for work areas.
- Ability to provide for appropriate review and involvement of necessary stakeholders.
- Ability to manage complex projects, direct and supervise staff and lead a project team.
- Ability to work effectively in a political environment with elected officials and other agency and jurisdiction staff.
- Ability to facilitate large and small groups dealing with controversial and or competing viewpoints and desired outcomes.
- Ability to clearly and persuasively communicate both orally and in writing about complex policy proposals with Metro Councilors, managers, staff, the public and various business and interest groups.

Benefits: Metro provides generous health care benefits that vary depending on the plan the employee chooses, bargaining unit affiliation, and employment status. Metro participates in the Public Employees Retirement System (PERS).

Immigration law notice: Only US citizens and those authorized to work in the United States will be hired. All new employees will be required to complete and sign an employment eligibility form and present documentation verifying identity and employment eligibility.

Equal employment opportunity: All qualified persons will be considered for employment without regard to race, color, religion, sex, national origin, age, marital status, familial status, gender identity, sexual orientation, disability for which a reasonable accommodation can be made or any other status protected by law. Assistance will be gladly provided upon request for any applicant with sensory or non-sensory disabilities.

Veterans' preference: Under Oregon Law, qualified veterans may be eligible for veteran's preference in application for Metro/MERC positions. If you are a veteran, or disabled veteran, and would like to be considered for a veteran's preference for this job, check the appropriate box on the Metro employment application. **To qualify**, veterans must provide appropriate documentation along with their application materials before the application deadline date listed on the job announcement: Veterans: Submit 1) a completed Metro Veterans' Preference form and 2) a copy of your DD-214 or DD-215 indicating discharge status. Disabled Veterans: Submit 1) a completed Metro Veterans' Preference form, 2) a copy of your DD-214 or DD-215 indicating discharge status and 3) your public employment preference letter from the US Department of Veterans' Affairs.

Application procedure

This position opens to internal and general candidates on July 15, 2010.

To apply, submit the following

1. Metro/MERC standard application form
2. Resume
3. Cover letter describing your experience as it directly relates to the duties of this position

Note: If you do not include all of these materials, your application will be incomplete and will not be considered.

Submit your application

Deadline: 5 p.m., July 22, 2010

E-mail: jobs@oregonmetro.gov
Please include the word "Application" in the subject line of your e-mail. Electronic attachments must be in MS Word or PDF format. We are unable to download ZIP files.

Mail or drop off: Metro Human Resources Department
600 NE Grand Ave, Portland, OR 97232

Fax: 503-797-1798

Important notes about your application

- Applications received after the deadline will not be considered.
- The date and time of our e-mail/fax system will be used to determine if application materials are received by 5 p.m. on the deadline.
- Any unsolicited materials will not be considered. All materials submitted become the property of Metro and will not be returned.

Follow-up

After the application deadline, it usually takes about three to four weeks before the hiring manager selects those individuals who will be interviewed. You can find out the status of a position for which you've applied by: (1) calling the job hotline at (503) 797-1777 and listening for the recruitment update prompt; (2) accessing Metro's website at www.oregonmetro.gov/jobs and clicking on the Recruitment Status Updates link. Weekly recruitment status updates will be posted on the job hotline and web site every Friday.

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