

# Employment Opportunities

600 NE Grand Ave.  
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## Natural Areas Land Manager

(Manager I)

Internal recruitment

<b>Status:</b>	One full-time position
<b>Department:</b>	Sustainability Center – Natural Areas division
<b>Work location:</b>	600 NE Grand Ave., Portland, Oregon
<b>Salary range:</b>	\$77,801 - \$110,501 annually This position is not represented and is exempt
<b>Recruitment number:</b>	SUS-1410-March10
<b>Application deadline:</b>	April 7, 2010

**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

Responsible for the direct day-to-day management of Metro's Natural Areas consisting of approximately 10,000 acres of natural areas. Responsibilities include budget administration, management of multiple facilities and properties, easement requests, neighbor relations, contract management and administration, project planning, volunteer oversight and direct supervision of seven technical and professional employees and temporary staff.

### 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.

- Responsible for the day-to-day management of the Natural Areas Management group, including direct supervision over technical and professional positions; with primary responsibility for recruiting, hiring, training, assigning and evaluating performance, handling grievances and disciplining. Provides effective human resource management and supervision.
- Prepares operational work plans and coordinates daily work activities.
- Provides direction and oversight of contracting activities involving vegetation management.
- Ensures federal, state and local contract requirements are met and work meets project goals.
- Prepares and monitors inter-governmental agreements.
- Effectively communicates department policy and procedures with a broad audience including the Metro Council and staff, local, state and federal governments, business community, citizens and non-profit organizations. Handles public inquiries, complaints and use issues on natural areas sites.

- Assists the department director, the natural areas director and other program managers on special projects, in developing and evaluating policy and strategic direction and other issues relevant to the department.
- Develops and implements the budget and monitors expenditures assuring compliance with approved budget and contracts. Ensures priority needs are addressed and that projects and program areas meet schedules and budgets.
- Develops and implements policies, procedures, training and performance standards to ensure efficient and effective management of operations.
- Oversees neighbor relations and is responsible for ensuring timely responses to neighbor and public inquiries.
- Coordinates with Parks and Environmental Services property management team to ensure collaboration with respect to facilities and leases in natural areas.
- Develops and implements quality and safety standards to minimize risk and liability issues in developed and natural area properties and to ensure staff safety. Inspects sites for compliance.
- Ensures Metro and department rules, regulations, policies and procedures are enforced and resources are protected.
- Coordinates with partners at local agencies and non-profit organizations to facilitate natural area management.
- Works closely with science and stewardship manager to implement natural area management practices.
- Develops strategic plan for and oversees volunteer efforts on natural areas.
- Works with volunteer coordinators to ensure that overall volunteer enrichment, recognition and support goals are met.
- Performs other related duties as assigned.

## Minimum Requirements

Bachelor's degree in public administration, forestry, natural areas, wildlife management, park management, conservation biology, business, planning or a related field, and five years progressively responsible project management experience in land conservation work, park system development, or development and implementation of a parks and open spaces program; or any combination of experience and education that provides the necessary skills, knowledge and ability to perform assigned tasks.

## Knowledge, skills and abilities

- Knowledge of the principles and practices of natural areas management
- Knowledge of vegetation management and Integrated Pest Management
- Knowledge of budget preparation and expenditure control
- Knowledge of management theory and principles of supervision
- Knowledge of project management and coordination, including contract oversight and negotiation
- Knowledge of regulations and laws applicable to area of assignment
- Ability to supervise, train, schedule and evaluate assigned staff
- Ability to provide planning, leadership, and technical oversight in developing goals and objectives for assigned area
- Ability to maintain safety programs, stay current with regulation and industry practices, and conduct training
- Ability to communicate successfully with Metro executive staff and managers, the public, and various interest/business groups
- Ability to develop policy and project alternatives, criteria, and recommendations
- Ability to prioritize and assign section staff resources to tasks and projects
- Ability to use personal computers and other related equipment and software

**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 candidates on March 30, 2010.

## To apply, submit the following

1. Metro/MERC standard application form
2. Responses to the required supplemental questions listed below
3. Resume, including dates of employment
4. 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.

## Required supplemental questions

- All applicants must submit a written or typed response to each of the following.
- The responses must be addressed individually and included with the application on a separate sheet(s).
- Write your telephone number, including the area code, in the upper right corner of each page, but not your name.
- Your responses will be used as part of your application evaluation.

1. **Describe your experience managing natural areas.**
2. **Describe your experience leading a team to establish and accomplish goals.**

## Submit your application

**Deadline:** 5 p.m., April 7, 2010

**E-mail:** [jobs@oregonmetro.gov](mailto: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.

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