Employment Opportunities

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

Metro | *People places. Open spaces.*

Zoo Policy Analyst

(Policy Analyst)
Internal recruitment

Status:	One full- time position
Work location:	Oregon Zoo
Salary range:	$52,339 - $71,190 annually This position is not represented and is exempt
Recruitment number:	Zoo-1170-July10
Application deadline:	July 27, 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 directly supports the Zoo Director by serving as a professional resource performing complex administrative and analytical duties.

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.

- Maintains a strong understanding of the Zoo Director's goals and perspectives.
- Monitors, compiles and informs director of the status of projects and initiatives; coordinate director's involvement in projects; consults with key staff to maintain momentum for projects.
- Independently and proactively initiates, develops and coordinates special research projects and departmental benchmarking to provide data and reports to the Zoo director. This work supports the Director in managing the portfolio and strategic development.
- Interfaces with staff and the public to represented the director's interests and opinions and accomplish assigned duties.
- Prepares letters for signature, responds directly to phone calls and sends email correspondence on behalf of director to internal staff or representatives of other organizations. This work requires specific, in-depth expertise concerning Zoo leadership perspectives, opinions, and strategic goals.
- Provides support to director by maintaining calendar and appointments, assisting with administrative tasks, and coordinating general office operations.
- Interfaces with agency staff and the public to accomplish Director's projects, initiatives and duties as needed.
- Solicits ideas, opinions and suggestions from Zoo staff and public as needed.
- May staff special meetings, Zoo foundation meetings and Metro Council meetings on behalf of the Zoo Director.

- May attend internal and/or external meetings to gather information for the Zoo Director.
- Provides backup to Zoo managers when assigned.
- Performs other related duties as assigned.

Minimum Requirements

Associate's degree with a minimum of four years of progressively responsible and complex administrative support in a political environment required. Bachelor's degree in Public Affairs or Political Science preferred.

Knowledge, skills and abilities

- Knowledge of current office procedures and general administrative tasks.
- Knowledge of director's work and the agency in general.
- Current knowledge of business and public administration principles and practices with emphasis on leadership and/or management.
- Knowledge of management best practices.
- Knowledge, skill and ability in project management tools and techniques and in developing, managing and tracking project timelines.
- Skill to provide in-depth expertise concerning council/executive's perspective, opinion and policy formulation.
- Skill to perform basic math.
- Skill to communicate effectively in English.
- Ability to perform research and analysis.
- Ability to prepare correspondence and reports.
- Ability to act independently and make frequent decisions.
- Ability to work independently and as part of a team.
- Ability to use discretion with confidential and sensitive matters.
- Ability to provide excellent customer service by meeting the needs and interacting with employees, volunteers, vendors, the public, and others encountered during the course of work in a courteous and professional manner.
- Ability to establish and maintain cooperative working relationships with employees, volunteers, vendors, and others encountered during the course of work.
- Ability to work in a safe manner and follow Metro safety policies, practices, and procedures.
- Ability to work effectively in a political environment with elected officials and other agency staff.
- Ability to effectively use business computer software; 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 continuously seek ways to improve efficiencies and service to the public.
- Ability to embrace change and innovation when appropriate.
- Ability to foster workplace diversity values and outreach in program execution and delivery.
- Ability to strategically weigh risks and benefits of actions, prior to taking action.

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 July 20, 2010.

To apply, submit the following

1. Metro/MERC standard application form
2. Resume, including dates of employment
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 27, 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.

An Equal Opportunity/Affirmative Action Employer