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Announcing an internal and general recruitment for

# Director of Parks and Environmental Services



 Metro | *People places. Open spaces.*

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## Metro

*People places. Open spaces.*

Clean air and clean water do not stop at city limits or county lines. Neither does the need for jobs, a thriving economy and good transportation choices for people and businesses in our region. Voters have asked Metro to help with the challenges that cross those lines and affect the 25 cities and three counties in the Portland metropolitan area.

A regional approach simply makes sense when it comes to protecting open space, caring for parks, planning for the best use of land, managing garbage disposal and increasing recycling. Metro oversees world-class facilities such as the Oregon Zoo, which contributes to conservation and education, and the Oregon Convention Center, which benefits the region's economy.

### Your Metro representatives

**Metro Council President**  
David Bragdon

**Metro Councilors**  
Rod Park, District 1  
Carlotta Collette, District 2  
Carl Hosticka, District 3  
Kathryn Harrington, District 4  
Rex Burkholder, District 5  
Robert Liberty, District 6.

**Auditor** – Suzanne Flynn

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## Employment opportunity

# Director of Parks and Environmental Services

## Position summary

Metro is seeking a Parks and Environmental Services Director to provide strategic, creative and innovative leadership. We are looking for a progressive leader with a proven track record as an effective communicator and team builder. This executive level position reports directly to the Deputy Chief Operating Officer and serves as a member of the senior leadership team. Oversight areas include long-range and short-term planning, policy and program analysis, development and implementation, and financial and human resources management.

Parks and Environmental Services provides a broad range of services to the citizens of the region and directly serves over one million customers each year. PES is responsible for three service divisions: parks and natural areas management, solid waste operations and property services. Parks and natural areas management maintains and operates, either directly or through service contracts, a diverse portfolio, including regional parks, boat ramps, a golf course, over 10,000 acres of natural areas and 14 pioneer cemeteries. To carry out its strategies for the environmentally sound disposal of waste, solid waste operations manages two transfer stations, two hazardous waste processing facilities, a latex paint recycling facility, and the contracts for disposal of solid waste and hazardous waste. It also monitors the region's two largest inactive landfills. Property services (building and security services and office services) provides efficient and effective customer-driven services in support of Metro's operating units.

PES employees are passionate about what they do. The Parks and Environmental Services director must be a strong advocate for both the staff and the department's diverse operations, supporting their commitment to operating in an effective and sustainable manner; as well as their dedication to providing excellence in customer service and service to the region.

**Status:** One full-time position

**Department:** Parks and Environmental Services

**Work location:** 600 NE Grand Ave., Portland, Ore.

**Salary:** \$123,771 to \$179,480 annually

**Recruitment number:** PES-1461-July10

**Application opens to internal and general candidates:** July 2, 2010

**Application deadline:** Open until filled. Resume review will begin on July 30, 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.

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## 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.

- Directs and leads the overall activities of Metro's Parks and Environmental Services; determines and sets priorities; evaluates and integrates programs, and establishes policies, procedures, systems and standards to ensure efficient and effective operations of the department and alignment with agency goals.
- Provides full supervision over management, professional, administrative and technical positions with primary responsibility for hiring, promoting, transferring, assigning, evaluating performance, initiating salary action, handling grievances, disciplining, and discharging employees. Plans, organizes, directs and evaluates the performance of managers and supervisors. Encourages and fosters emergence of talent in the workforce.
- Provides the leadership and management oversight to address and accomplish established long-term goals, objectives and strategies related to programs and projects of the department and the agency; directs short- and long-range plans to assure effective and efficient operations; assesses needs and prioritizes resources toward achieving department role and responsibilities.
- Coordinates with other Metro services and centers to ensure efficient and effective sustainable operations.
- Develops and implements the department budget; oversees controls to ensure expenditures are within limits authorized through the budget.
- Oversees and manages all accounts, contracts and financial issues related to the department and its various divisions.
- Supports sustainable practices and new technology solutions to further effective and efficient operations.



- Promotes respect for diversity as a key organizational value.
- Develops and maintains partnerships with public and private sector interests including local jurisdictions, state agencies, non-profit organizations, private companies and the public.
- Establishes and maintains effective communications with and between the Chief Operating Officer, Deputy Chief Operating Officer and Council regarding department direction, performance and progress of programs and projects.
- Directs the resolution of inquiries, complaints, problems or emergencies affecting the availability or quality of services; responds directly to the most sensitive or complex inquiries or complaints.
- Performs other duties as needed.

## Minimum Requirements

Bachelor's degree in business, public administration, environmental science, parks management or a directly related field and eight to ten years of progressively responsible management experience with responsibility for strategic planning, budgeting, personnel management and operational planning; or any combination of experience and education that provides the necessary skills, knowledge and ability to perform assigned tasks. Experience with public sector operations and leading in a union environment is a plus.

## Knowledge, skills and abilities

- Executive level knowledge of the principles and practices, and the legal requirements, regulations, and laws applicable to area of assigned responsibility

- Executive level knowledge of organizational and management practices as applied to the analysis and evaluation of programs, policies and organizational needs
- Knowledge of fiscal management including budget preparation and expenditure control
- Knowledge of management theory and the principles and practices of supervision
- Strong leadership skills with the ability to build consensus among diverse groups
- Skill and ability in using computers and standard business and specialized software programs
- Ability to establish and maintain effective working relationships with elected officials, the public and various stakeholder groups regarding sensitive and complex issues
- Ability to effectively lead and manage in a constantly changing environment
- Ability to plan, organize and oversee assigned programs and projects
- Strong operational skills, including the ability to analyze and evaluate operations and develop and implement corrective action
- Ability to communicate successfully with elected officials, the media, the public, and various interest groups regarding sensitive and/or complex issues
- Ability to supervise staff and provide administrative and professional direction for public affairs activities
- Ability to facilitate large and small groups dealing with a wide variety of issues
- Ability to strategically weigh risks and benefits of actions, prior to taking action
- Ability to continuously seek ways to improve efficiencies and service to the public
- Ability to foster workplace diversity, values and outreach in program execution and delivery

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**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 U.S. 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.

**Veteran's 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 U.S. Department of Veterans' Affairs.

## Application procedure

### To apply, submit the following:

1. Metro 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. Any unsolicited materials will not be considered. All materials submitted become the property of Metro and will not be returned.

### Deadline:

Open until filled. Resume review will begin at 5 p.m., July 30, 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

### Follow-up

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](http://www.oregonmetro.gov/jobs) and clicking on the Recruitment Status Updates link. Weekly recruitment status updates will be posted on the job hotline and website every Friday.

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