

Employment Opportunities

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



Resource Conservation and Recycling Manager

(Manager I)

Internal and general recruitment

Status:	One full-time position
Department:	Sustainability Center
Work location:	600 NE Grand Ave., Portland, Oregon
Salary range:	\$77,801 - \$110,501 annually This position is not represented and is exempt
Recruitment number:	SUS-1410-July10
Application deadline:	July 19, 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

The Resource Conservation and Recycling (RCR) division advances the region's efforts to reduce greenhouse gas emissions, conserve natural resources and minimize the environmental and human health impacts from the extraction, production, consumption and end-of-life management of goods used by the area's residents and businesses.

This position will be a member of the RCR management team, which consists of two other managers and the program director. As a member of the management team, this position will contribute to the team's efforts to effectively plan, implement and evaluate the division's programs and projects. As an individual manager, the person will be responsible for providing guidance and assistance to a program team and to five or six direct reports.

In 2010-11, the RCR will implement a team-based approach to organizing its work and staff resources. During this fiscal year, this position will serve as liaison to the team working on waste reduction related legislation for the 2011 Oregon legislative session. While the RCR's lineup of teams, and thus manager assignments, is expected to change at least partially from year to year, legislative and major policy oriented work are expected to be consistent elements of this position's responsibilities. As a member of the management team, this manager will also be engaged with the rest of the work of the division

To be effective, this manager will be expected to focus on the four core competencies below.

Purpose: Connecting the mission of Metro and the division to specific project work so that employees see how they contribute to the bigger picture.

People: Inspiring and engaging staff members to use their talents in accomplishing shared goals, and coaching and supporting employees in developing their knowledge, skills, and abilities.

Process: Driving continuous improvement and consciously choosing the communication, problem solving and decision-making processes that produce the best results.

Personal effectiveness: Building personal credibility by demonstrating competence, accepting responsibility, and taking appropriate action to address issues.

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.

As a member of the RCR management team, the person in this position will collaboratively:

- Determine substantive boundaries of each team
- Develop goals for each team
- Develop work plans for each team
- Evaluate the performance of teams
- Participate in budget preparation and monitoring; allocate resources
- Monitor and evaluate the implementation of the division strategic plan, and refine and develop programmatic strategies as needed

As a management liaison to a specific team, the person in this position will:

- Provide leadership
- Contribute ideas and knowledge
- Link the team to division and department activities
- Provide advice, assistance and guidance
- Mediate challenging issues and resolve conflicts
- Serve as the team's liaison to the management team
- Monitor team performance
- Monitor contractors and contracting activities

As a direct manager of staff, the person in this position will:

- Coach, mentor and assist employees to help them be effective in their Metro work, and build their skills and knowledge
- Help to develop individual work plans
- Monitor and evaluate individual performance
- Performs other related duties as assigned.

Minimum Requirements

Bachelor's degree and five years of progressively responsible experience in work directly related to environmental sustainability; experience as a team leader, supervisor or manager; experience working with or for local governments; or any combination of experience and education that provides the necessary skills, knowledge and ability to perform assigned tasks. Experience in development of policy and legislation is desirable, as is knowledge of waste reduction principles, practices and programs.

Knowledge, skills and abilities

- Knowledge and ability to effectively supervise, mentor and evaluate staff.
- Knowledge of budget preparation and expenditure control.
- Knowledge of principles and tools for effective project management.
- Knowledge of and ability to use a computer and relevant software.
- Strong leadership skills.
- Demonstrated experience as an effective team leader or program manager, with effectiveness measured by substantive outcomes and alignment with the core competencies described above.
- Ability to communicate effectively with Metro employees, managers, senior leadership and Councilors, as well as with local government staff and elected officials, and other key stakeholders.

- Ability to develop policy and project alternatives, criteria, and recommendations.
- Ability to effectively prioritize work and resources.

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 2, 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 as a team leader or program manager. Provide examples of how you were effective in that role, with effectiveness measured by:**
 - **substantive outcomes**
 - **connecting the team or program work to overarching goals**
 - **coaching and supporting employees or team members**
 - **demonstrating leadership.**
 2. **Describe your experience managing employees, including:**
 - **assisting them to be effective in their work**
 - **developing individual work plans**
 - **monitoring and evaluating performance.**
 3. **Describe your experience in work directly related to environmental sustainability, including waste reduction programs.**
 4. **Describe your experience in work directly related to the development of policy and legislation.**

Submit your application

Deadline: 5 p.m., July 19, 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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