

Employment Opportunities

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



Sustainability Coordinator

(Senior Regional Planner)

Internal and general Recruitment

Status: One full time position

Department: Solid Waste and Recycling

Work location: 600 NE Grand Ave., Portland, Oregon

Salary range: \$61,293.85 - \$82,002.89 annually

This position is represented by AFSCME Local 3580 and is exempt

Recruitment number: Parks-0356-July08

Application deadline: August 1, 2008 (internal)
August 8, 2008 (general)

Internal applicants must be current employees of Metro or MetroERC having regular, regular part-time or temporary employment. Temporary employees employed by Metro or MetroERC 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 newly created position will be responsible for planning and implementing projects and programs to help Metro reach its goal of being a model sustainable business and attaining five goals by 2025: zero net increase in carbon emissions; zero discharge of persistent, bio-accumulative toxins; zero waste disposed and incinerated; fifty percent reduction in water consumption and zero net loss of biodiversity and productive healthy habitat for forests and riparian areas. This position reports directly to Solid Waste and Recycling Department director.

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.

- Develops and implements a sustainability management system for Metro; develops work plan and coordinates with key staff and stakeholders to assure timely completion.
- Develops plan for reaching Metro's sustainability goals.
- Coordinates and provides support for the work of Metro's Environmental Action Team, a cross-departmental work group charged with developing and implementing sustainable projects and programs for Metro facilities.
- Leads cross-departmental workgroups convened to manage sustainability related projects or policy recommendations.

- Provides technical research and assistance to local governments and Metro Green Teams.
- Coordinates Metro's internal trip reduction and transportation alternatives activities.
- Serves as a sustainability liaison to policy-makers, program and technical staff and contractors.
- Prepares oral and written reports and presentations covering complex technical analysis of various sustainability issues for staff, Metro and other government officials, citizens, businesses, community groups and stakeholders in the Metro's sustainability program.
- Represents Metro at meetings and provides technical expertise on sustainability issues.
- Supports development of sustainability policies for program areas.
- Prepares policy recommendations based on technical analysis; develops cost/benefit analysis of alternatives.
- Develops and monitors contracts for sustainability-related projects and activities.
- Leads development of annual Metro sustainability budget.
- Performs other related duties as assigned.

Minimum Requirements

A Bachelor's degree in planning, environmental science, sustainability or related field, and three years experience in sustainability program management, public administration, planning, project management or public policy development; or any combination of experience and education which provides the applicant with the desired skills, knowledge and ability required to perform the job.

Knowledge, skills and abilities

- Knowledge of The Natural Step principles and framework
- Knowledge of life-cycle analysis methodology and sustainability indicators
- Knowledge of the principal causes of greenhouse gas emissions—transportation, energy, etc. and methods of managing or mitigating them
- Knowledge of good project management techniques, including budgeting, definition of resources, and scheduling.
- Knowledge of public policy development processes and practices
- Skill and ability in operating a personal computer, working knowledge of current software programs
- Ability to conduct research in the field of sustainable practices
- Ability to function as a lead over other professional staff
- Ability to develop, organize and coordinate sustainability projects and studies
- Ability to communicate effectively both orally and in writing and make presentations
- Ability to work independently and as part of a team
- Ability to perform policy and technical analysis and make recommendations
- Ability to organize and conduct projects independently

Working Conditions

This position requires the ability to perform those activities necessary to complete the essential functions of the job, either with or without reasonable accommodation. Duties are primarily performed in an office environment, while sitting at a desk or computer terminal. May spend time in the field gathering data or overseeing projects. This position may require frequent periods of standing, walking, talking, fingering, sitting and repetitive motions of the hands and/or wrists and requires good general hearing (both in person and over the phone). May also require occasional bending, grasping and handling and lifting and/or carrying up to 10 pounds. Incumbents in this position may be required to attend offsite meetings during and after normal work hours.

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), contributing both the employer and employee portion. Employees hired after August 2003, who have not previously worked in a PERS benefited position will participate in the OPSRP program; eligibility for OPSRP generally begins the first of the month after working 6 full months. Eligibility for Tier 1 or Tier 2 PERS generally begins after working 600 or more hours in a 12-month period.

Immigration law notice: Only US citizens and aliens 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 the job for which you are applying, check the appropriate box on the Metro application. If an application is not requested as part of the application process, indicate your desire for veteran's preference consideration in your cover letter. **To qualify**, veterans must provide appropriate documentation along with their application materials before the application deadline date listed on the job announcement: Veterans: Fill out and submit 1) a Metro Veterans' Preference Form and 2) a copy of your DD-214 or DD-215 indicating discharge status. Disabled Veterans: Fill out and submit 1) a Metro Veterans' Preference Form and 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 11, 2008.

To apply, submit the following

1. Metro standard application form
2. Responses to the required supplemental questions listed below
3. Applicant contact information form (page 3 of the application)

Note: If you do not include all of the required 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 developing and implementing management systems, particularly environmental or sustainability management systems, and/or complex plans or programs.**
 2. **What sustainability indicators would you recommend using to build a plan for reaching Metro's sustainability goals, and describe how you would use them.**
 3. **Understanding that sustainability is a new and emerging field, what do you see as three key opportunities and three key challenges or barriers to sustainability programs?**

Submit your application

Deadline: 5 p.m., August 1, 2008 (internal)
5 p.m., August 8, 2008 (general)

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 (.doc) 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 be discarded. 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. When accessing recruitment updates, you will need to know the title of the job for which you applied.

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