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**THE OREGON ECONOMIC AND COMMUNITY DEVELOPMENT DEPARTMENT
IS CURRENTLY RECRUITING FOR.....**

PROGRAM ANALYST 4
(Sustainable Development Liaison)

\$4,525 - \$6,675 Monthly

GENERAL INFORMATION

The Oregon Economic and Community Development Department is recruiting highly qualified individuals to fill the position of Sustainable Development Liaison in our Innovation and Economic Strategies Division. This is a permanent position in and is located in Portland.

NOTE: If you are a HIRE System candidate and you are interested in being considered for this position, you must A) complete the application process described in this recruitment announcement and B) submit your completed application materials by the close date listed on this announcement to the address listed in the HOW TO APPLY section.

BACKGROUND

The mission of the Oregon Economic and Community Development Department is to advance Oregon's economy. Under the direction of the Economic and Community Development Commission, the Department is focusing its efforts on creating investment opportunities and attracting jobs with wages above the state average, promoting innovation and research to improve national and global competition of Oregon companies and assisting communities to build capacity to retain, expand and attract businesses.

The Innovation and Economic Strategies Division supports the development and execution of an Oregon "Innovation Economy Plan" that identifies economic development opportunities for existing and emerging knowledge-based industries. These industries are central to OECD since they have provided the majority of family wage job growth over the past 10 years and will continue to create the majority of our export market and high wage jobs.

TO QUALIFY

Your PD100 application form will be reviewed to verify that you meet the qualifications stated in this section. To receive credit, your application form must clearly show that you have:

A Bachelor's Degree in Business or Public Administration, Behavioral or Social Sciences, and five years experience coordinating or administering program(s) focused on sustainability, renewable energy and/or climate change.

OR;

Any combination of experience or education equivalent to eight years of experience that typically supports the knowledge and skill requirements listed for the classification.

IF YOU QUALIFY, SEE **TEST** section of this announcement.

DUTIES AND RESPONSIBILITIES

The primary purpose of this position is to lead, coordinate, and advocate for the Department's sustainability strategy, which includes:

- Supporting "clusters" in Oregon that are best positioned to leverage sustainability to their competitive advantage;
- Demonstrate how sustainable practices can enhance the long-term profitability for businesses in Oregon and bolster our economic competitiveness in the global marketplace;
- Elevate the profile of sustainability as an economic driver for Oregon; and
- Incorporate sustainability into the existing programs and processes of OECDD.

Responsibilities include implementation of the current Governor's Executive Order (EO 06-02), which charges OECDD with developing and administering:

- A community renewable energy program, now known as the Renewable Energy Feasibility Fund;
- A state awards program to recognize sustainability leadership in Oregon' and
- A sustainability toolkit to assist businesses to incorporate sustainable practices and gain a competitive advantage.

This position also acts as liaison to the Oregon Sustainability Board and represents the Department on the Interagency Sustainability Network, a consortium of approximately twenty state agencies tasked with the development and implementation of sustainability initiatives that support the Governor's agenda. This position also collaborates with public and private stakeholders to identify common goals and develop and implement strategies to achieve them. Major duties include:

Support "clusters" in Oregon that are best positioned to leverage sustainability to their competitive advantage-

Establish strong relationships with the "clean tech" clusters, such as green building/development, renewable energy, energy efficiency, and environmental technologies to enhance their competitiveness and support the "green economy" of Oregon.

Develop legislative proposals promoting sustainability. Coordinate with other agencies and external groups to draft proposed legislation, testify during legislative session, and draft administrative rules as necessary to implement final bills.

Work with other agency staff and external partners to evaluate incentives that encourage businesses to promote sustainable products, services, and operations. This will include such tasks as reviewing the Department's business and community finance programs to make sustainability-related investments more attractive, and coordinating with businesses to determine the types of incentives that would be

most effective.

Assist businesses to develop sustainable practices, products, and services –

Provide assistance and information to individual businesses seeking to implement sustainable practices and/or develop sustainable products. Work with agency staff, industry associations, and other groups to identify Oregon companies that are potentially interested in developing sustainable practices, products, and services.

Work directly with companies to develop tools that inform, educate, and encourage the adoption of sustainability principles.

Provide technical support to other agency staff concerning sustainability practices. This includes facilitating meetings with other staff on the topic, and developing and implementing agency training programs dealing with sustainability.

Provide marketing assistance –

Coordinate with businesses, industry associations and local communities to market sustainable products to targeted audiences through trade shows, conferences, etc. Develop and assist networks of companies interested in cooperative marketing programs.

Work with individual businesses to showcase and advertise their efforts. Provide networking resources for business and industry groups. Work with business organizations and individual businesses to determine the availability of marketing services and match business needs with organizations that can provide services to fill those needs.

Coordinate with the Brand Oregon Program to advance and promote sustainable business and industry practices, in order to help businesses realize market advantages and maintain market access.

Manage contracts that provide funding to help businesses and industry groups market both sustainable products and businesses that incorporate sustainable practices.

Participate as member of sustainability committees –

Attend meetings, as appropriate, to coordinate with other state agencies, businesses, industry associations, and other groups to promote sustainable business practices and products.

Serve on the Interagency Sustainability Network, which includes the Sustainability Coordinators from approximately 20 State agencies that have developed sustainability plans and continue to work with the Oregon Sustainability board to advance the Governor's agenda.

Serve as agency liaison to selected state and regional programs and committees to assist these groups to coordinate sustainability activities.

Provide program information to state and local partners, the Economic and Community Development Director and Commission, the Governor's Office, the state legislature, and federal representatives through presentations.

Continue to manage the State of Oregon Sustainability Awards program –

Coordinate with the Oregon Sustainability Board and external partners identified in EO-06-02 to implement the annual state awards program to acknowledge and promote organizations that are leading the way in sustainable practices, products, and services.

Promote internal sustainability practices –

Work with agency staff and the Department of Administrative Services to adopt sustainable practices within our own department. Work with staff throughout the agency to integrate sustainability policies and processes into agency programs.

WORKING CONDITIONS

Normal office environment. Nature of duties may require working other than usual 8:00 to 5:00 work shift. Routine and constant stressful and time sensitive situations that will require organization and accurate analysis of the circumstances at hand in order to successfully complete the objective. Travel within state required.

THIS IS THE TEST

Use a separate sheet of paper. Write down any work experience (paid or unpaid) and training that you have which is related to each question. Limit your answer to each question to no more than two (2) pages. Be sure that the jobs where you gained the experience you describe in your answers are listed in the Work History section of your application form. Your grade will be based upon your answers.

If there are several parts to a question, answer each part separately. Number your answers to agree with the question. Attach the answer sheet to your application. Your application will not be accepted if it is incomplete. You must answer the following questions:

1. In which Oregon industries can sustainability have the greatest impact on their long-term success, and why?
2. Describe several ways in which OECD D can best assist Oregon businesses and communities to embrace sustainability as a source of competitive advantage.

HOW TO APPLY

YOU MUST COMPLETE a State of Oregon application form (PD100). OBTAIN APPLICATIONS (and any required supplements) from Employee Services, a local Oregon Employment Department, and most state agency personnel offices or via Internet at: www.oregonjobs.org. You may also e-mail your application materials to: beth.Vergara@state.or.us. If you have a disability, and need an alternative format in order to complete the application form (PD100), you may call the Oregon Economic and Community Development Department's Human Resources office at (503) 986-0097, between the hours of 8 a.m. and 5 p.m., about an alternative format.

SUBMIT only the required materials. Reference letters or work samples should be kept for interviews.

MAIL or DELIVER your completed application materials and your responses to the test questions to: Oregon Economic and Community Development Department, Employee Services, 775 Summer Street NE, Suite 200, Salem, Oregon, 97310-1280. If necessary, you may FAX to (503) 986-0145. Your application materials must be received in the Salem office by 5:00 p.m. on the close date. The Oregon Economic and Community Development Department cannot be responsible for material that is illegible or incomplete as a result of transmitting by FAX or which may be lost or delayed through the mail.

REASONABLE ACCOMMODATIONS for interviews will be provided upon request to individuals with disabilities.

****The Oregon Economic and Community Development Department Is an Equal Opportunity, Affirmative Action Employer Committed to a Diverse Workforce. ****