

ANNOUNCEMENT NUMBER: LE080146
CLASSIFICATION NUMBER: C8504
OPEN: May 5, 2008
CLOSE: May 20, 2008
LOCATION: Pendleton

**NATURAL RESOURCE SPECIALIST 4
(Regional Program Representative)**

\$3962 - \$5799 MONTHLY

GENERAL INFORMATION

- The Oregon Watershed Enhancement Board (OWEB) is an Affirmative Action, Equal Opportunity Employer committed to work force diversity.
- This position is with the Oregon Watershed Enhancement Board and will be located in Pendleton, Oregon. This full-time, base budget position is part of the Grant Program.
- This recruitment will be used to establish a list of qualified candidates. The list may be used to fill the current vacancy. H.I.R.E. applicants must follow the "HOW TO APPLY" section of this recruitment to be considered.

TO QUALIFY

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

- four years of experience in a natural resource program area. Two years of the experience must be at a technical or professional level performing activities in a natural resource program such as researching and analyzing data, applying pertinent laws and regulations, developing public policy, **or** coordinating and monitoring project activities; **AND**
- a Bachelor's degree in a natural resource management or planning field such as water, forest, agriculture, marine or fisheries management; geology; geography; ecology, public administration; **or** three additional years of related experience.
- A Master's degree will substitute for one year of the required experience.
- A Doctorate degree will substitute for two years of the required experience.

If you qualify, see TEST SECTION of this announcement.

WORKING CONDITIONS

- Meetings are frequently scheduled out of the office, occasionally requiring overnight travel. Travel will be required for site inspections in the field which may occur during inclement weather, and may require walking on uneven terrain. Travel will

also be required for public speaking, workshops, and meetings with applicants, grantees, and stakeholders. Attendance at evening and weekend meetings may be required. Must have valid Oregon's driver's license and a good driving record.

DUTIES AND RESPONSIBILITIES

OWEB's grant program has primary responsibility for soliciting, reviewing, awarding, and managing grants with local partners. The grant program oversees grants for restoration, technical assistance, monitoring, and education and outreach. The grant program also serves as OWEB's primary contact in the field with grantees and other OWEB stakeholders.

This position leads OWEB's field activities for the agency's new Mid-Columbia region. The position provides day-to-day oversight of grant project implementation and program representation with all watershed councils and other local conservation partners in the region. The position promotes cooperation, participation and funding from public agencies (federal, state and local), citizens and interest groups to assess watershed conditions, develop priority actions and implement projects to enhance watershed conditions throughout the region. This position is responsible for overseeing the implementation of funded projects and is responsible for the review of grant applications received from the region. The position is responsible for program representation and development of support materials for watershed councils and other local conservation groups. This position is responsible for coordinating public agency efforts with local conservation interests throughout the region. The position coordinates technical assistance with local watershed councils.

THIS IS THE TEST

YOU MUST ANSWER THE FOLLOWING QUESTION(S):

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. 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 on 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 processed if it is incomplete.**

1. What experience and/or training do you have in administering contracts or grants? Explain your experience in evaluating applications, tracking and managing grants or contracts.
2. What experience do you have in coordinating and communicating natural resource issues with agencies and the public? Explain your experience in communicating natural resource issues to audiences of public officials and private citizens.
3. What training or experience do you have that gives you an understanding of ecology, natural systems, and watershed functioning?

HOW TO APPLY

You must complete a State of Oregon application form (PD100).

Mail or deliver your completed application materials to:

**Oregon Water Resources Department
Human Resources**

**725 Summer Street NE, Suite A
Salem, OR 97301-1271**

If it is necessary, you may fax to 503-986-0904. Your application must be **received** by the close date. The Department cannot be responsible for material that is illegible or missing as a result of transmitting by fax or which may be lost through the mail.

PLEASE NOTE: Complete all parts of the application, including any test answers, supplements, skill code sheets, etc., required by this job announcement.

If your application is not accepted, you will receive a notice by mail advising you of the reason(s). Your application will not be returned and you **may not submit additional information**. If you feel an error has been made, you may request a review. Your request must be **in writing** and must be received **within 10 days** from the date of the notice. If the recruitment is still open, you may submit a new, completed application. It must, however, be received in our office by the close date. If your application is incomplete when submitted, the delay in submitting a new application may result in missing an opportunity for interview and hire.

If you have a disability and need assistance completing the application form (PD100) you may call the Water Resources Personnel Office at 503-986-0931.

DO NOT attach letters of recommendation or work examples (this information should be retained for interviews). References will be checked prior to time of hire to verify information contained in your application and supplemental materials.

THE PAY ON ALL ANNOUNCEMENTS MAY CHANGE WITHOUT NOTICE.

KEEP A COPY OF YOUR APPLICATION FOR JOB INTERVIEWS. **COPIES ARE NOT AVAILABLE.**

WEB038

ESTABLISH LIST

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