

POST CODE: D703  
ANNOUNCEMENT NUMBER: LEPR0565  
CLASSIFICATION NUMBER: C0860\*  
OPEN: **6/9/06**  
CLOSE: **6/30/06**  
LOCATION: Salem, Oregon

**PROGRAM ANALYST 1**  
(Bicycle Recreation Coordinator)

\$2,717- \$3,772 MONTHLY

**GENERAL INFORMATION**

- There is a full-time position with Oregon Parks and Recreation Department, in the Recreation Programs Section in Salem, Oregon.
- It is funded through the end of the 2005-2007 biennium. A request to fund this position permanently will be included in the 2007-2009 budget.
- Service Employees International Union (SEIU) Local 503 represents this position.
- Applicants are subject to both a Computerized Criminal History and Driver & Motor Vehicle Services check. Adverse background data may be grounds for immediate disqualification. Information obtained in this process will remain confidential.
- Applicants with Veteran's Preference Points who submit the required documents will be considered in accordance with applicable statutes. Submit a DD Form 214 or DD Form 215, Certificate of Release or Discharge from Active Duty, if you intend to claim Veteran's Preference Points, along with any other required supplements.
- H.I.R.E. system participants interested in apply for these positions must follow the instructions in the "How To Apply" section of this announcement.
- Within three days of hire, the successful candidate will be required to complete US Department of Justice form I-9, confirming authorization to work in the United States.

**DEPARTMENT MISSION**

Oregon Parks and Recreation Department's mission is to provide and protect outstanding natural, scenic, cultural, historic and recreational sites for the enjoyment and education of present and future generations.

More information about Oregon Parks and Recreation Department is available through:  
<http://www.oregon.gov/OPRD/index.shtml>

**PRIMARY POSITION DUTIES**

- Serves as the Oregon Bicycle Recreation Coordinator by:
  - a) collecting information on Oregon's recreation bicycle services;
  - b) assisting communities, parks and public land managers further develop bicycle recreation resources;
  - c) networking and coordinating with local, regional, state and federal government agencies, citizen bicycle clubs, bicycle-focused nongovernmental organizations and businesses that benefit from recreational bicycling;
  - d) communicating regularly and effectively to key state decision-makers, the role of bicycle recreation in economic development and citizen health.
- Determines the condition of bicycle recreation in Oregon; identifies opportunities for recreational bicycle development based on the Oregon Recreation Trails Plan.
- Identifies and establishes bicycle recreation routes and paths, working closely with others.
- Works with others to promote Oregon as a bicycle tourism destination.

**THE SUCCESSFUL CANDIDATE WILL POSSESS THE FOLLOWING EXPERIENCE AND CHARACTERISTICS:**

- Thorough knowledge of trail planning, development and maintenance
- Skill in interpersonal communications and public speaking
- Possess good organizational skills
- Ability to exercise good judgment

## **WORKING CONDITIONS**

The following are requirements of the job and must be accomplished with or without reasonable accommodations:

- Work in a standard office environment;
- Attend frequent meetings with federal, state, and local government representatives;
- Travel frequently to visit recreation bicycle projects;
- Extensive travel and overnight stays for attendance at various committee and training meetings, and occasional weekend work for attendance at special events, conferences and trainings;
- Some overtime may be required
- Communicate effectively;
- Maintain a pattern of dependability, by reporting to duty, regularly and on time;
- Maintain a drug/alcohol free workplace in accordance with the 1988 Drug Free Workplace Act and Department policy;
- Possess a valid driver's license/acceptable driving record-maintain as a condition of employment;

## **BENEFITS**

The State of Oregon provides a cafeteria-style benefit plan, which includes a variety of medical/dental plans covering employee/dependants; options for life insurance, long and short-term disability insurance, accidental death and dismemberment; participation in a retirement system; and a deferred compensation plan. In addition, there are nine paid holidays per year, personal leave, vacation and sick leave.

## **QUALIFICATIONS**

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

- A Bachelor's Degree in Business or Public Administration, Behavioral or Social Sciences, or a degree related to recreation planning that demonstrates the capacity for the knowledge and skills;
- OR**
- Any combination of experience or education equivalent to three years technical-level experience in recreation planning; regional, multi-agency trail development; or work on recreational bicycle programs.

To receive credit for a degree or course work in a specific and/or related field, you must submit a photocopy of your transcripts.

## **IF YOU QUALIFY**

If you qualify, submit a completed and signed State of Oregon Employment Application form (PD100) and a cover letter of no more than two pages describing how your experience and education qualifies you to perform the primary duties of this position. Those candidates whose experience most closely matches the primary duties of this position will be invited to an interview.

## **HOW TO APPLY**

*If you have a disability and need assistance completing the application materials, you may call the OPRD Personnel Services Section at (503) 986-0656.*

CURRENT JOB OPENINGS and information on the required application forms are available through: <http://www.oregonjobs.org/>, or you can obtain a State of Oregon Employment Application from (PD100) from any local Oregon Employment Department office, or most other state agency personnel offices.

## **SEND COMPLETED APPLICATION MATERIALS TO:**

Personnel Services Section  
Oregon Parks and Recreation Department  
725 Summer St N.E., Suite C  
Salem, Oregon 97301-1266  
FAX: 503-986-0795

## **APPLICATION MATERIALS MUST BE RECEIVED BY 5:00 P.M. ON THE CLOSE DATE.**

SUBMIT only the required materials. Resumes, letters or work examples should be kept for interviews.

KEEP a copy of your application for job interviews. COPIES ARE NOT PROVIDED.

The pay on all announcements may change without notice.

More information on OPRD job opportunities is available through:  
<http://egov.oregon.gov/OPRD/JOBS/jobs.shtml>

OPRD Job line: In State: (800) 468-9348 - Out of State: (503) 986-0798

OPRD is an equal opportunity, affirmative action employer committed to a diverse work place.

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