



STATE OF OREGON
invites applications for the position of:

Natural Resource Specialist 3 (Recreation Trails Planner)

JOB CODE:	OPRD17-00930C
OPENING DATE/TIME:	08/24/17 12:00 AM
CLOSING DATE/TIME:	09/14/17 11:59 PM
SALARY:	\$4,194.00 - \$6,194.00 Monthly
JOB TYPE:	Permanent
LOCATION:	Salem, Oregon
AGENCY:	Parks & Recreation-Operations

DESCRIPTION:



Oregon Parks and Recreation Department

The 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.

The Oregon Parks and Recreation Department (OPRD) invites members of all diverse communities to join our workforce as we endeavor to best serve Oregonians from every background. OPRD values diversity and inclusion because they are good for Oregon. We believe that by welcoming differences, encouraging new ideas and views, listening to and learning from each other, and providing opportunities for professional enrichment we are better able to serve those around us. We thank you for considering this employment opportunity.

OPRD is seeking a highly motivated passionate trail planning and design professional. The ideal candidate will join our Salem based team in the execution of planning and design tasks with a focus on recreational and regional trails for Oregon Parks throughout the state.

- This position is a permanent, full time position located in the department headquarters in Salem, Oregon.
- This position is represented by the Association of Engineering Employees of Oregon (AEE).
- This recruitment will be used to establish a list of qualified applicants and may be used to fill future vacancies as they occur.

What you will do:

This position will be responsible for working directly with the Planning + Design Manager and OPRD's field managers to develop trail plans and trail design documents to better serve Oregon's citizens and visitors. Long range trails plans will provide for the prioritization, funding and development of sustainable recreation trails that improve resource condition, recreation opportunities and visitor experience in our current and future park lands.

Along with the State Park comprehensive trail planning efforts, the new trails planner will work on concept plan and construction documents for trail and design projects throughout the state. The position will require excellent graphic, verbal and written communication skills to assist the Planning + Design team in accomplishing the mission of Oregon Parks and Recreation Department.

For a list of specific duties, working conditions and responsibilities, click [here](#)

Minimum Qualifications:

- three years of experience in **Recreation Planning and Design**. At least one year of the experience must be at a technical or professional level performing activities in a natural resource program such as researching and analyzing data, conducting investigations, applying pertinent laws and regulations, or coordinating and monitoring project activities; **AND**
- a Bachelor's degree in **Landscape Architecture, Civil Engineering, Recreation Management** or **Regional Planning**, or three additional years of related (pertinent) experience.

A Master's degree in **Landscape Architecture** will substitute for up to one year of the required experience.

How To Apply:

We will consider only complete application packets received by 11:59 p.m. on the close date listed on this announcement.

Application Instructions:

1. Complete E-recruit application: You must apply online, no paper applications will be accepted.

2. Supplemental Questions: The work experience section of your application **must verify** your responses to all the supplemental questions **and show** you meet the minimum qualifications. Be sure to answer **all** supplemental questions, "see resume" or "see application" **will not** substitute for a response.

Additional Information:**Email Address**

You must have a valid e-mail address to apply for jobs with the Oregon Parks & Recreation Department. All communication regarding your application and status will be done by e-mail.

NEOGOV Help Line

If you have application login problems, get an error message during the application process, or are experiencing other technical (computer related) difficulties, please call the NEOGOV help line for assistance at **1-855-524-5627**. You can also e-mail NEOGOV for support at support@governmentjobs.com.

Work Authorization

Oregon Parks & Recreation Department does not offer visa sponsorships. Within three days of hire, all applicants will be required to complete the US Department of Justice Form I-9, confirming authorization to work in the United States.

Criminal Records/DMV Check

Applicants are subject to both a Computerized Criminal History and Motor Vehicles check. Adverse background information may be grounds for disqualification. Information obtained in this process will remain confidential.

E-Verify

Oregon Parks & Recreation Department uses E-Verify to confirm that applicants are authorized to work in the United States.

Alternate Format

If you have a disability and need an alternate format in order to complete the employment process, you may email recruitment at parks.jobs@oregon.gov please describe the alternate format needed.

Veterans Preference

Eligible veterans who meet the qualifications will be given veterans preference. To receive preference you MUST attach appropriate documentation as outlined by the Department of Administrative Services at the following website: [Veterans Resources](#). You may also call the Oregon Department of Veterans Affairs at 1-800-692-9666.

Application Reference Number: **OPRD17-00930C**

Contact: David Stipe
Oregon Parks and Recreation Department
725 Summer St NE Suite C
Salem, Oregon 97301
503-509-4752

Informational Links

[Veterans Preference Information](#)

[Help and Support for the E-Recruit System](#)

[E-Recruit System FAQ](#)

[Employee Benefits with Oregon Parks & Recreation Department](#)

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*OREGON PARKS & RECREATION DEPARTMENT IS AN EQUAL OPPORTUNITY,
AFFIRMATIVE ACTION EMPLOYER COMMITTED TO DIVERSITY AND INCLUSION.*

VISIT OUR AGENCY WEBSITE AT:

<http://www.oregon.gov/OPRD>

OUR OFFICE IS LOCATED AT:

725 Summer St N.E., Suite C
Salem, OR 97301
503-986-0626

Job #OPRD17-00930C
NATURAL RESOURCE SPECIALIST 3
(RECREATION TRAILS PLANNER)
AB

Natural Resource Specialist 3 (Recreation Trails Planner) Supplemental Questionnaire

Work Experience

The work experience section of your application must include a clear description of your experience in order to determine if you meet the required skills (**minimum and special qualifications**) and at what level you meet the requested skills (**desired attributes**). Your answers to supplemental questions about your specific experience must also be supported in the work experience statements in your application form or, if requested, your resume. Supplemental materials such as cover letters and/or a resume will NOT be reviewed or used to determine candidates' qualifications unless the posting specifically states those materials are required from applicants.

Supplemental Questions

Your answers to the Supplemental Questions may be reviewed to help determine if you meet the required skills and how you meet the requested skills for the position to which you have applied. This review may include an automated scoring process and/or a manual review of all or some of the responses.

Note: The specific questions and scoring process used are determined by each hiring authority.

Only those individuals who meet the required skills and most closely match the requested skills will be invited to an interview.

- * 1. Which of the following best describes your **highest related level of education**?
 - Bachelor's Degree
 - Bachelor's Degree and additional coursework
 - Master's Degree
 - Master's Degree and additional coursework
 - None of the Above
- * 2. Which of the following best describes the focus of your degree?
 - Landscape Architecture
 - Civil Engineering
 - Recreation Management
 - Regional Planning
 - My degree is not related
 - I do not have a degree
- * 3. Which of the following best describes your level of experience in Recreation Planning and Design?
 - 1 year
 - 2 years
 - 3 years
 - 4 to 10 years
 - 10 years or more
 - None of the above
- * 4. Related to your answer on question 3, which of the following best describes your level of experience in **technical or professional level performing activities in a natural resource program such as researching and analyzing data, conducting investigations, applying pertinent laws and regulations, or coordinating and monitoring project activities**?
 - Less than 6 months
 - 6 to 11 months
 - 12 to 17 months
 - 18 to 23 months
 - 2 years
 - 3 years
 - 4 years
 - 5 years
 - 6 years
 - 7 years
 - 8 years
 - 9 years
 - 10 years or above
 - None of the above
- * 5. Please describe the projects or programs you have worked on to gain the experience listed in question 3.
- * 6. Please select the project types in which you have been the project lead. (select all that apply)
 - Regional Trails Planning Projects
 - Trail Master Plans
 - Schematic Design Plans

- Construction Drawings
 - None of the above
- * 7. Please list 5 of the projects and programs you worked on when you gained the experience listed in question 6, as well as the agency/company worked for and the project/program budget.
- * 8. Of the projects and programs listed in question 7, describe in 100 words or less what you view as the most successfully implemented on the ground?
- * 9. Of the projects and programs listed in question 7, describe in 100 words or less what you view as the most successfully planned or designed?
- * 10. What is the number of projects on which you have been the lead?
- 1-10 projects
 - 10-20 projects
 - 20 or more projects
 - No experience
- * 11. What is your GIS skill level?
- Beginner
 - Proficient
 - Expert
 - No experience
- * 12. Based on question 11, please describe in detail a GIS project you developed, describing the GIS scope of work, how it was integrated into a project or program and what were the benefits of the project.
- * 13. How long have you worked with GIS as an essential part of your job?
- 1-3 years
 - 4-7 years
 - Greater than 7 years
 - No experience
- * 14. What is your CAD skill level?
- Beginner
 - Proficient
 - Expert
 - No experience
- * 15. Based on questions 14, please describe in detail a CAD project you developed, describing the CAD scope of work, how it was integrated into a project or program and what were the benefits of the project.
- * 16. How long have you worked with CAD as an essential part of your job?
- 1-3 years
 - 4-7 years
 - Greater than 7 years
 - No experience
- * 17. What is your Adobe Photoshop/Illustrator skill level?

- Beginner
 - Proficient
 - Expert
 - No experience
- * 18. Based on questions 17, please describe in detail an Adobe Photoshop/Illustrator project you developed, describing the scope of work, how it was integrated into a project or program and what were the benefits of the project.
- * 19. How long have you worked with Adobe Photoshop/Illustrator as an essential part of your job?
- 1-3 years
 - 4-7 years
 - Greater than 7 years
 - No experience
- * 20. Briefly describe in 100 words or less your working experience with land use policies, zoning or development regulations, or other governmental regulations that affect land development or land use.
- * 21. Briefly describe in 100 words or less your best working experience in public outreach, community input and meeting facilitation
- * 22. Are you a **current Oregon Parks and Recreation Department employee?** Current employees are permanent or limited duration employees in regular status or trial service. Seasonal employees must be in an active season ("in season") at time of application to be considered a current employee. Temporary and contract staff are not considered regular employees.
- Yes
 - No
- * 23. **Work history:** Your resume must **verify** your responses to all of the above supplemental questions in order to be considered. If your answers to the supplemental questions are not reflected in your work history, your application materials may be removed from consideration. **Does your work history demonstrate your answers to the supplemental questions**
- Yes
 - No
- * Required Question