



19601 NE Halsey Street
Portland, OR 97230-7430
503-665-4179 - Phone
503-667-5108 - Fax
www.rwpud.org

EMPLOYMENT OPPORTUNITY

GOVERNMENT AFFAIRS COORDINATOR

Salary Range: \$6,185 to \$7,518 per month, (\$74,220-\$90,215 annually DOE) plus generous benefits. Position is offered at 40 hours per week.

Application Deadline: January 26th, 2022, 5PM.

The Rockwood Water People's Utility District is seeking a motivated and self-driven individual to join our team of public servants. This position has a diverse set of duties that includes coordination of the Board of Directors, Public Outreach and Water Conservation programs for the District.

This summer, Senator Jeff Merkley helped the District to break ground on the largest public works project in the history of the District, the Cascade Groundwater Development Program. Funded by a Water Infrastructure Finance and Innovation Act Loan, the project, when completed, will change the way the District operates, by transitioning it from reselling water purchased wholesale from the City of Portland, into an organization that is a fully-independent water supplier that pumps, treats, and distributes high-quality groundwater from aquifers located deep underground. This position will be in a key role to ensure that outreach and communications about the changes, Board interactions and decision making, and conservation of our precious groundwater resource, result in a successful future for the District.

BENEFITS

This is a full time, exempt position. Benefits include:

- Competitive salary
- Group medical, dental and vision coverage for employees and eligible dependents
- State of Oregon Public Employee Retirement System (PERS) with 6% employer match
- HRA VEBA account
- Employer paid life and long-term disability insurance
- Access to deferred comp plan
- Employee Assistance Program
- Paid holidays
- Paid Time Off (PTO)

SELECTION PROCESS

Application materials will be evaluated, and qualified candidates will be interviewed. You must have verifiable references with current contact information. If you wish modification of the selection process to accommodate a disability, please make your request in writing and submit it along with the required application materials. All employment offers are contingent upon

successful completion of a pre-employment drug screening, physical exam, background investigation, and verifiable references. Preference will be given to honorably discharged veterans and disabled veterans of the United States Armed Forces. To receive veterans' preference, please complete the veterans' preference form, including attachment of required materials, and submit with your application materials.

HOW TO APPLY

Complete and return **a signed District application form along with your resume and cover letter** to:

**Rockwood Water People's Utility District
19601 NE Halsey Street
Portland, OR 97230-7430**

or email signed and completed documents to:

kduncan@rwpud.org

Please direct questions about this position to Kari Duncan, General Manager, Rockwood Water People's Utility District at 503-665-4170 or kduncan@rwpud.org.

Applications are available at the District office or visit rwpud.org.

EQUAL EMPLOYMENT OPPORTUNITY: Rockwood Water People's Utility District will give consideration to all qualified applicants for appointment without regard to race, religion, color, national origin, sex, age, marital status, mental or physical disability, political affiliations, sexual orientation, or any other non-merit factor. **To ensure the broadest range of services to individuals with disabilities, Rockwood Water People's Utility District is prepared to make necessary arrangements. Please call at least two (2) working days in advance for services.**



Rockwood Water
People's Utility District

JOB DESCRIPTION
GOVERNMENT AFFAIRS COORDINATOR

FLSA CLASSIFICATION: Exempt

REPORTS TO: General Manager

REPRESENTATION: Non-represented

POSITION SUMMARY

This position serves as part of the District's management team and provides oversight and management of government and public relations, as well as community outreach. Performs administrative work of some variety and complexity exercising considerable independent judgment requiring a high degree of confidentiality.

SCOPE OF WORK

1. Public Relations (60%): Responsible for community outreach, education, public communications and leveraging District's media sites to foster program awareness.
2. Administrative Specialist (40%): Responsible for administrative and logistical functions in support of the Board of Directors, the General Manager and the District as a whole, along with various other functions aligned with established policies, guidelines, and procedures.

DUTIES AND RESPONSIBILITIES/EXAMPLES OF WORK

1. Manages the Board of Directors and Budget meetings affairs in accordance with Oregon Revised Statutes and District policy.
2. Organizes and attends Board meetings and records Board minutes. Board meetings occur at least once monthly, typically on the fourth Wednesday of each month.
3. Functions as Public Information Officer as directed. Prepares and delivers public presentations, announcements, print material, and other communiques. Represents the organization in a wide variety of venues.
4. Updates the District website.
5. Oversees community education and outreach efforts including events, presentations, and print material including quarterly newsletter and annual water quality report.
6. Manages the District's Water Conservation Program, including budget management and regulatory reporting.
7. May participate in regional meetings and serve on committees such as the Children's Clean Water Festival, AWWA Committees, and Regional Water Provider's Consortium committees.
8. Oversees and manages response to open records requests or other public requests for information. Manages the District's File Plan in accordance with Oregon Administrative Rules.
9. Conducts special projects for the Board of Directors or General Manager. Research background materials, analyze data, and provide explanations, overview, or recommendations, as appropriate.
10. Manages travel logistics for the Board of Directors and staff.
11. Manages a variety of vendor contracts, may prepare requests for proposals and bid documents and advertise in the DJC.
12. Coordinates internal events and recognition. Participates in cross training as time allows to assist other personnel.
13. Takes on additional assignments as requested and assists with other positions as needed.
14. Manages District policy manual, updates, administrative filing and retention schedule.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

1. Public affairs and public outreach/participation methodologies, strategies and approaches.
2. State and local government functions, particularly knowledge of People's Utility Districts.
3. Public meeting laws and record keeping requirements.
4. Skill in analyzing problems, identifying options, and recommending or implementing solutions.
5. Skill effectively participating in meetings, including agenda development, meeting management and post-decision follow up.
6. Water conservation programs and their implementation.
7. Contracts and bid documents.
8. Microsoft Office Suite software.

Ability to:

1. Effectively communicate in verbal and written formats to a broad variety of audiences.
2. Work with a wide variety of stakeholders, engage participation, build consensus, manage disagreement, and maintain long-term constructive relationships.
3. Make decisions independently and to simultaneously manage a number of competing projects.
4. Use a personal computer for document creation, presentation development, data analysis and communication, along with working knowledge of social media and other forms of electronic media outlet, web design, HTML and graphic design software such as Microsoft Publisher.
5. Assess effectiveness of programs.
6. Manage a budget and a program.
7. Maintain sensitive and confidential information.

MINIMUM QUALIFICATIONS

Equivalent combination of education and experience which provides the knowledge, skills, and abilities required to perform the duties as described.

- A bachelor's degree in communications, political science, public administration, or a related field is required.
- Two years or more of direct public affairs or government relations experience is required, with preference given for experience in a utility setting.
- Possession of a valid Oregon driver license at the time of appointment.

SPECIAL LICENSES, REQUIREMENTS OR QUALIFICATIONS

- Notary Public Commission, or the ability to obtain one, is desirable.

PREFERRED QUALIFICATIONS

- Experience working with a policy-making board, preferably an elected one.
- Experience with conservation and education programs and working with community groups and the public.
- Experience in a position in which confidentiality is critical.

PHYSICAL DEMANDS OF POSITION

While performing the duties of this position, the employee is continuously required to communicate by talking and listening, use of fingers and hands, repetitive motion and sitting. Frequently required to stand, walk, reach, and feel. Occasionally bend, stoop, grasp and rarely to

feel, kneel or crawl. The position requires mobility, including the ability to move materials weighing up to 20 pounds on a regular basis such as boxes and public outreach materials used for displays, moving boardroom chairs and tables to set up for meetings.

Manual dexterity and coordination are required over 75% of the work period while operating equipment such as computer keyboard, calculator, and standard office equipment.

Travel to other district locations and/or to workshops/professional meetings/conferences as needed or assigned.

WORKING CONDITIONS

This level has a work environment that is well protected, with virtually no hazards or obstacles. There is very little element of personal risk or hazard. Job conditions are stable, usually well managed, and very comfortable. This position is eligible for occasional remote work from home, if desired, with prior arrangement of schedule and conditions. Conditions may consist of the following:

- Regular interactions with visitors and work colleagues.
- Varied office and/or workspace settings.
- Close and distant vision with ability to adjust focus for accurate reading of low, middle, and high shelves.
- Reading for comprehension and direction (policies and procedures).
- Handling multiple tasks effectively and efficiently in a high volume environment that may require repetitive tasks.
- Speaking to share/respond, to maintain relationships, and to convey instructions and/or direction.
- Considerable cognitive process to make effective decisions for interpersonal interactions.
- Use various equipment including computers with a keyboard and mouse, telephone, and other electronic devices to help customers, share documents, information and discussion.
- Travel as assigned.

INTERPERSONAL CONTACTS

Contacts are made with the public, volunteers and staff members. Interactions frequently contain confidential/sensitive information always necessitating discretion.



Rockwood Water

People's Utility District

EMPLOYMENT APPLICATION

Last Name	First Name	Initial	Date of Application
Street Address	City	Zip	Date Available
Residence Telephone	Alternate Telephone	Expected Pay Rate	

IMPORTANT: Any applicant providing unrequested information on this application, or on any attachments or supporting documents will automatically be disqualified from consideration.

IMPORTANT: Applicants with disabilities may request any reasonable accommodation necessary to complete this application or to take any test required for the position for which the applicant has applied, by making a request at the time of application or testing.

EQUAL EMPLOYMENT OPPORTUNITY. It is our Policy to seek and employ the best qualified personnel and to provide equal opportunity for the advancement of employees and to administer all of our personnel policies in a manner that will not discriminate against any person because of race, color, religion, age, sex, marital or veteran status, national origin, ancestry, disability, on-the-job injuries, sexual orientation, source of income, or any other legally protected status unless it is a bona fide occupational requirement reasonably necessary to the operation of our business.

Have you ever worked for us before?

Yes No

Are you 18 years of age or older?

Yes No

Position (s) Applied For:

- _____
- _____

When are you available to work? (We will attempt to reasonably accommodate employees who require certain hours or days off because of religious beliefs or practices.) – Check shifts and days you can work.

Days Swing Graveyard Rotating

Mon Tues Wed Thurs Fri Sat Sun

If you are hired, are you prepared to present evidence within three days of beginning work showing that you are legally authorized to work in the United States?

Yes No

RELATIVES/FRIENDS: Qualified relatives/friends are eligible for employment except in unusual situations where we need to avoid possible conflicts of interest. Do you have any relatives/friends (such as roommates) who currently work for us?

Yes No

If yes, state name(s): _____

QUALIFICATIONS: Please list any education, training and/or specialized experience (such as schools; colleges; degrees; licenses; vocational, technical or military experience; hobbies, etc.) you feel would help you perform the work for which you are applying:

DEGREES, LICENSES, RELEVANT EDUCATION OR TRAINING

WHERE DID YOU ACQUIRE IT
(Name/address of school, program, military branch and specialty, etc.)

IN CASE OF EMERGENCY NOTIFY: Name

Address

Telephone Number

EMPLOYMENT EXPERIENCE: Please account for all periods of employment *by month/year*, including any self-employment and U.S. military service. (Attach another sheet if more space is needed.)

Present or Last Employer Phone		Hire Date	Date Left
Address	Supervisor	Job Title/Job Duties	Reason for Leaving
Present or Last Employer Phone		Hire Date	Date Left
Address	Supervisor	Job Title/Job Duties	Reason for Leaving
Present or Last Employer Phone		Hire Date	Date Left
Address	Supervisor	Job Title/Job Duties	Reason for Leaving
Present or Last Employer Phone		Hire Date	Date Left
Address	Supervisor	Job Title/Job Duties	Reason for Leaving

VERIFICATION AND SIGNATURE:

1. I authorize the investigation of all matters, which the District deems relevant to my qualifications for employment, including all information given in this application and in any attachments, supporting documents or interviews. I authorize you to request and receive such information and I release from all liability any persons (such as current or former supervisors, coworkers, etc.), employers, or other entities (schools, etc.) supplying it. I also release you from all liability, which might result from making the investigation.
2. I certify that all of the information given in this application and in any attachments, supporting documents or interviews is (or will be) true and complete to the best of my knowledge. I understand that any falsification, misrepresentation or omission, as well as any misleading statements or omissions, generally will result in denial of employment, withdrawal of any offer of employment, or immediate termination, regardless of when and how discovered.
3. I understand that I may be required to submit to pre- or post-employment physical or other professional examinations, medical inquiries and/or urinalysis tests for the presence of drugs and/or alcohol. IMPORTANT: This means that with very few exceptions- for example, operations located in states where it may not be lawful – an employee will be required to submit to testing in several different circumstances. *Ask to see copies of our applicant and employee alcohol and drug policies if you have any questions.* I agree to such examinations, inquires and/or testing at the District’s expense. I authorize release of the results to the District and their use to evaluate my suitability for employment. I also release the District from all liability arising out of or connected with any examinations, inquiries and/or testing.
4. I understand that I may resign or be terminated, without cause or notice, at any time, unless otherwise stated in a collective bargaining agreement or a written employment contract. I also understand that only the Board of Directors will ever have the authority to agree to any other terms and/or to enter into such agreements or contracts, and that all such agreements (collective bargaining agreements or agreements for other terms of employment) or contracts must also be in writing and signed by both parties. I also understand that unless otherwise stated in a collective bargaining agreement or a written employment contract, the District may change, withdraw and interpret other policies (including wages, hours and working conditions) as it deems appropriate.
5. This application will only be considered active for sixty (60) days. I understand that if I have not been contacted by the District within the sixty (60) days and that if I still want to be considered for employment, I will need to reapply and complete a new employment application.
6. I understand and agree that if I am hired the statements in these paragraphs will become a binding part of my employment relationship. I have read each of these statements. I have also reviewed all of the information provided in this application and in any attachments or supporting documents. ___ Yes ___ No

Signature _____ Date _____

Rockwood Water People's Utility District

Veterans' Preference Form

Under Oregon law, veterans who meet minimum qualifications for a position may be eligible for employment preference. If you think you may qualify, please read the following checklist carefully. Check the box for each item that is appropriate. If you need further explanation or have special circumstances, please call Rockwood Water at (503) 665-4179.

This completed form and the required documentation must be submitted to Rockwood Water at the time you submit your application materials.

A. QUALIFIED VETERAN QUESTIONS: You may claim veterans' preference if you check at least one of the boxes below and provide proof of eligibility by submitting a copy of your DD-214 or 215.

ORS 408.225(f)

- I served on active duty with the Armed Forces of the United States for a period of more than 90 consecutive days beginning on or before January 31, 1955, and was discharged or released under honorable conditions; or
- I served on active duty with the Armed Forces of the United States for a period of more than 178 consecutive days beginning after January 31, 1955, and was discharged or released from active duty under honorable conditions; or
- I served on active duty with the Armed Forces of the United States for 178 days or less and was discharged or released from active duty under honorable conditions because of a service-connected disability; or
- I served on active duty with the Armed Forces of the United States for 178 days or less and was discharged or released from active duty under honorable conditions and have a disability rating from the United States Department of Veterans Affairs; or
- I served on active duty with the Armed Forces of the United States for at least one day in a combat zone and was discharged or released from active duty under honorable conditions; or
- I received a combat or campaign ribbon or an expeditionary medal for service in the Armed Forces of the United States and was discharged or released from active duty under honorable conditions; or
- I am receiving a nonservice-connected pension from the United States Department of Veterans Affairs.

"Active duty" does not include attendance at a school under military orders, except schooling incident to an active enlistment or a regular tour of duty, or normal military training as a reserve officer or member of an organized reserve or a National Guard unit.

B. QUALIFIED DISABLED VETERAN QUESTIONS: You may claim additional employment preference if you can check at least one box in the section below and provide proof of eligibility by submitting both of the following documents:

1. A copy of your DD-214 or 215, Certificate of Release or Discharge, Copy 4, and
2. A public employment preference letter from the United States Department of Veterans Affairs. To order the letter, call 1-800-827-1000 and request a public employment preference letter.

ORS 408.225(c)

- I am entitled to disability compensation under laws administered by the United States Department of Veterans Affairs; or
- I was discharged or released from active duty for a disability incurred or aggravated in the line of duty; or
- I was awarded the Purple Heart for wounds received in combat.

I hereby claim veteran's preference and certify that the above information is true and correct. I understand that any false statements may be cause for my disqualification or dismissal, regardless of when discovered.

Print Name

_____-_____-_____
Social Security Number

Signature of Applicant

Date

ORS 408.225-230

Preference will not be awarded without the appropriate documentation. You must submit your DD-214 or 215 in all cases. If you are claiming disabled veteran preference you must also submit the public employment preference letter from the Department of Veterans Affairs. You will not receive preference without these accompanying documents.