

POST CODE: D702
ANNOUNCEMENT NUMBER: LEMT0836
CLASSIFICATION NUMBER: X7002
OPEN: May 23, 2008
CLOSE: Open Until Further Notice
LOCATION: Medford

PRINCIPAL EXECUTIVE/MANAGER A
(Event Marketing Coordinator)
\$3,080 - \$4,754 MONTHLY

ABOUT THE DEPARTMENT

The Oregon National Guard (ORNG) is constitutionally based in both the Federal and State Constitution and is commanded by the Adjutant General, who is appointed by the Governor. The purpose of the Oregon Military Department (OMD) is to assist and support The Adjutant General in executing his Constitutional duties as Commander of the ORNG. The Adjutant General is statutorily required to command, provide administration, and oversee construction and maintenance of facilities, training camps and areas, and air bases for the Oregon Army and Air National Guard in support of the Governor. The ORNG provides the Governor with a ready force to assist civilian authorities during civil unrest or natural disasters, or responds to the President during national emergencies.

Within this military environment, OMD employees work in a wide range of occupations including armed security, fire fighters, repair/refurbish Department of Defense equipment, support youth activities, operate and maintain over 50 facilities throughout the state, manage major construction projects, and provide expertise in environmental compliance as well as managing the agency's budget and fiscal resources, providing human resource management and payroll activities for State employees, and soldiers and airmen called for State Active Duty.

Our positions mirror the wide variety of skills and knowledge needed to support the ORNG mission. If you are interested in an opportunity to work in a complex, fast-paced military environment, please consider applying for a position with the OMD.

GENERAL INFORMATION

- This position is a permanent, full-time position with the Oregon Military Department at the Medford Armory in Medford, Oregon.
- In the GEOGRAPHIC AVAILABILITY section of your PD100 employment application, check only the geographic code where the current vacancy is located. The code for this area is **15G**.
- You do not need to be a member of the Oregon National Guard to apply for this position.
- This recruitment can be closed at anytime. Apply now if you are interested.
- This recruitment will be used to establish a list of qualified candidates to fill this vacancy only.

- The State of Oregon provides an attractive benefit plan that includes an employer contribution toward a variety of medical and dental plans covering employees and dependents; options for life insurance, long and short-term disability insurance, and accidental death and disability coverage. Other benefits include the Public Employees Retirement System program, paid holidays, vacation, personal and sick leave.
- **If you are a H.I.R.E. applicant and you are interested in applying for this position, you must submit your State of Oregon application (PD100) and respond to exam questions, if applicable, by the close date of this announcement. If you qualify, you may be contacted for an interview.**
- **If you are hired, you will become part of the State's management team.**

TO QUALIFY

Your PD100 application form will be reviewed to verify that you meet the qualifications stated in this section. **Your background must have given you the knowledge and skills identified in the Duties and Responsibilities section.**

To receive credit, your application form must clearly show that you have:

Four years of experience in lead work, supervision, staff-technical, or professional-level work related to Marketing and Event Planning/Scheduling work. This experience must have included participation in the management of a program, section, or unit including one or more of the following areas:

- a) development of program rules and policies;
- b) development of long and short-range goals and plans;
- c) program evaluation; or
- d) budget preparation.

A Bachelor's degree or courses in a field related to management such as Business or Public Administration; or a field related to Marketing/Advertising may be substituted for up to three years of the required experience.

In the "Work History" section on your application, you must clearly describe your experience in each of the a), b), c), d) areas listed. Failure to provide this information may result in eliminating your application from further consideration.

Only those applicants whose background most closely matches the needs and the requirements of this position will be contacted for an interview.

Note: To receive credit for all required/related coursework, you must submit a photocopy of your transcripts or certificate with your application.

AS A CONDITION OF EMPLOYMENT APPLICANT MUST:

- Must be able to obtain and maintain a favorable criminal background check.
- Employee is required to maintain a drug/alcohol free workplace in accordance with the 1988 Drug Free Workplace Act, OMD Drug/Alcohol Testing Policy.
- Position requires certificate of participation in the State of Oregon Department of Administrative Services Management and Development Series Foundational and Mid-Level Courses.
- The incumbent must be knowledgeable and well versed in the daily operation of Federal computer systems such as the Standard Army Maintenance System Enhanced (SAMS1E), Tactical-Army workload Performance System (T-AWPS), and Field Mobil Solution (FMS). The incumbent must be knowledgeable of State and Federal: policies, laws, and procedural requirements.

IF YOU QUALIFY, SEE TEST section of this announcement.

MAJOR DUTIES AND RESPONSIBILITIES

The purpose of the Event Marketing Coordinator is to manage the Facilities Lease and Rental Program within the Medford Region. Market and coordinate the statewide Armory Rental Program with a focus on the Medford Region. This position markets, schedules, coordinates and directs the rental activities of Oregon National Guard facilities within the Medford Region. The position directs, supervises, and coordinates the Military Lease Coordinators within the Medford Region. This position is part of the Real Property Operations and Maintenance (RPOM) Branch of the Installations Division. The RPOM Branch is responsible for the operation, maintenance, repair, and alteration of all Oregon Army National Guard (ORARNG) real property. This position is within the Oregon Military Department Installations Division. The Installations Division is responsible for acquisition and disposal of land and facilities; design and construction of new facilities; agency environmental compliance; and operation, maintenance repair, and alteration of facilities. The Installations Division is the largest state Directorate within the Oregon Military Department.

WORKING CONDITIONS

Must be able to work under the following conditions with or without reasonable accommodations:

- Employee is required to maintain a drug/alcohol free workplace in accordance with the 1988 Drug Free Workplace Act, OMD Drug/Alcohol Testing. Employees are subject to reasonable suspicion drug or alcohol testing in accordance with agency policy.
- Must have ability to effectively communicate with others and speak effectively in groups.
- Must have a valid driver's license and a good driving record. May be required to travel while performing duties at Oregon National Guard facilities throughout the state.
- Must have the ability to promote facility usage with and outside the immediate community.
- Must Have ability to deal with difficult people and maintain composure

THIS IS THE TEST

YOU MUST ANSWER THE FOLLOWING QUESTIONS. 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 which 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.

1. Explain how you have gained experience in marketing, meeting and working with the public to promote an increase in sales or rentals. Describe the different forms and techniques of marketing that you have used.
2. Describe your experience in preparing contracts. Explain how you gained your experience in contracting in sales or lease contracting.
3. Describe your experience in developing policies, goals, and objectives for a program or business. Explain how you gained experience with developing standard operating procedures and preparing budget and business reports for management.
4. Describe your experience in maintaining events or activity schedules, in scheduling events or activities and in maintaining a calendar of events or activities.
5. Explain your experience in maintaining inventories and accountability of property and equipment.

APPLICATIONS

If you have a disability and need any alternative materials in order to complete the application form (PD100), you may call the Oregon Military Department at (503) 584-3583.

SEND completed application materials to:

Oregon Military Department, AGP (Rm 164)
ATTN: Micky Smith
PO Box 14350
Salem, OR 97309-5047

OR

FAX your application materials to: (503) 584-3556.

We recommend that applications be submitted as early as possible prior to the close date. OMD 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.

Applications must be complete and legible and received by OMD-AGP. It is recommending that you get your applications in as soon as possible as positions that are continuously open may close at any time. Also, this position may have a series of interviews to determine the best candidate for the position. The first interviews may be scheduled as early as June 16, 2008.

PLEASE NOTE: Complete all parts of the application. If your application is incomplete or does not clearly show the experience and/or training required in the "Minimum Qualifications" section, your application will be rejected. Your application will **not** be returned and you may not submit additional information. However, if the recruitment is still open, you may submit a new application which must be received in our office by the close date.

NOTICE of results will be sent by mail. Although the agency is not required to delay the selection process, you may request a review of the results. Your request must be received within 10 days from the date of the notice by mailing to: Oregon Military Department, AGP, PO Box 14350, Salem, OR 97309-5047.

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

CURRENT JOB OPENINGS and information on application forms are available through:

- Local Oregon Employment Department field offices;
- Most State agency personnel offices; or
- The State's Jobs Page at: www.oregonjobs.org

THE OREGON MILITARY DEPARTMENT IS COMMITTED TO AFFIRMATIVE ACTION, EQUAL EMPLOYMENT OPPORTUNITY AND WORKPLACE DIVERSITY.