



City of Oakridge
48318 E. 1st Street – PO Box 1410
Oakridge, Oregon 97463
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City of Oakridge
Request for Qualifications
Open: May 31, 2018
Close: June 21, 2018

Introduction: The City of Oakridge has been working collaboratively with LRAPA, the EPA and numerous stakeholders to meet the EPA Wood Smoke air quality standards for a number of years. The city has met PM 2.5 air quality standards for the past 2 years. The City's goal is to hire a Coordinator to continue the PM 2.5 wood smoke mitigation program. This position functions as the project coordinator in the effort to fund and manage the wood smoke mitigation initiative. The responsibility of this coordinator requires multiple skillsets including: resource development (i.e. relationship development and grant writing), project management, coordination, research, and community engagement.

Required Knowledge, Skills and Abilities

- Candidate must be committed to helping to reduce the impact of wood smoke in Oakridge and understanding the air quality issues
- Resource development and grant writing expertise
- Project management, organizational and detail-oriented skills necessary
- Ease in communicating in different settings and contexts (individual citizens, public agencies, potential funders)
- Self-motivated, ability to manage a collaborative effort with City of Oakridge

Essential Functions

- Develop grant applications and receive input and review from stakeholder partners
- Track grant deadlines and funding source cultivation via management tool (Excel spreadsheets)

- Schedule and plan individual donor outreach and events
- Project management and execution of program implementation outlined in for Oakridge Wood smoke mitigation plan
- Coordinate with residents and the contractor/entity (contractor, HACSA, Lane Electric) to residents receiving assistance
- Arrange regularly scheduled quarterly meetings with Oakridge Wood smoke Mitigation group
- Track air quality data via Lane Regional Air Protection Agency and U.S. EPA
- Manage updates to the mitigation plan and EPA maintenance plan in coordination with LRAPA and other stakeholders
- Attend LRAPA board meetings quarterly
- Coordinate education program via the school districts and community
- Coordinate with Oregon Health Authority on health data from school districts and clinics to demonstrate baseline and progress on health issues
- Assist in the education of community members on wood smoke issues, proper burning, and resources available
- Assist in the management and execution of the community firewood program
- Assist in tracking, monitoring and gathering information to demonstrate project execution and success; comply with funding source requirements for monitoring and evaluation
- Initiate and facilitate projects and tasks

Qualifications

- Demonstrate the ability to work with little or no supervision and formulate a plan to accomplish the required tasks utilizing an agreed upon scope of work utilizing the above listed essential functions including regular interface
- Strong verbal and written communications skills
- Strong planning skills
- Ability to facilitate pertinent discussions with Conveners and stakeholders
- Experience with collaborative approaches to problem solving in the private and public sector

This is a contract position. The position will pay \$6,000 per month for a one year period during FY 18-19. Contractor will be responsible for all expenses, to include travel, meals, supplies and shall provide own equipment to complete the required tasks. There will be \$3,000 available for miscellaneous supplies and education materials. Office space will be provided in City Hall as required. A personal services contract will be completed with the successful candidate.

Proposal Submission Guidelines

The proposal should not exceed 5 pages and must contain.

1. Letter of interest outlining qualifications to perform the Wood Smoke Mitigation Coordinator responsibilities described above. Include specific information on experience with meeting facilitation, project management, organizational management, consensus building, project management and effective written and verbal communication.
2. Resume, including three references.

Proposals are due by close of business (5:00 PM PST) on June 21, 2018 and should be dropped off at Oakridge City Hall, 48318 E. 1st Street, Oakridge, OR 97463 or submitted by mail to City of Oakridge, Attn: City Recorder, P.O. Box 1410, Oakridge, OR 97463.

For more information you can contact Louis Gomez at 541-782-2258 or louisgomez@ci.oakridge.or.us.