



STATE OF OREGON  
invites applications for the position of:  
**Oregon Travel Experience  
(Chief Executive Officer)**

**JOB CODE:** OTE12-0001  
**OPENING DATE/TIME:** 08/22/12 12:00 AM  
**CLOSING DATE/TIME:** 10/01/12 11:59 PM  
**SALARY:** .....8YdYbXg'cb'Ei U'jZWhjcbg  
**JOB TYPE:** Permanent  
**LOCATION:** Salem, Oregon  
**AGENCY:** State of Oregon  
**DESCRIPTION:**



**The Agency**

Oregon Travel Experience (OTE) is a semi-independent state agency with a diverse portfolio. Business highway signs, brochure display programs, rest area light-box advertising, Travel Plazas and TripCheck.com are pathways we use to support community business infrastructure.

Our values guide the way to your own Oregon travel experience. The services we provide help form a visitor's first impressions of Oregon at our supervised rest areas and travel plazas. We help motorists make all-important connections to businesses, community entities, and essential services through our signs and promotional programs. We help communities partner with a unique state agency (us) and solve critical problems which affect all Oregonians and travelers. We help enrich the hearts and minds of our public through heritage programs and help maintain important cultural and historical icons.

**The COMMUNITY and the CITY**

Salem, Oregon, is a growing community located in the heart of the Willamette Valley, one of the most fertile and agriculturally productive regions in the world. The area is dotted with cities, farms and forests and is considered one of the most livable areas of the country, offering a low cost of living, quality schools and mild weather. The city covers 47 square miles and has a population of approximately 147,215. Salem, the state capital, is one of the valley's oldest cities and the second largest city in Oregon. The principal industries are agriculture, government, food processing, lumber, manufacturing, education and tourism. Salem has both private and public schools, pre-school through university level. There are four universities and two community colleges within a 35-mile radius.

The Salem area is rich with parks, rivers, lakes and recreational activities, including hiking, fishing, biking, boating, equestrian trails, organized children's sports and activities, artisan markets, theatre, museums, art fairs, music fairs and the Oregon State Fair. A short driving distance to the east is world class skiing in the Cascade Mountains. To the west are many beautiful public beaches on the Pacific Ocean. To the north is Portland, Oregon's cultural hub and largest city, and to the south are the rivers and canyons of the beautiful Rogue Valley and the annual Oregon Shakespearean Festival in Ashland.

**DUTIES & RESPONSIBILITIES:**

The Oregon Travel Experience is a statutorily authorized state agency [Oregon Travel Information Council] under the authority of ORS 377:700..Oregon Motorist Information Act. The organization operates with value an entrepreneurial spirit through use of business relationships and a focus on furthering the state's economic agenda.

The Chief Executive Officer of the Oregon Travel Experience is responsible for leading the organization in its values and mission to ensure the reliable stewardship of the agency's resources and in accordance with public faith. This person works with the council to set code of values and standards of excellence, and ensures that these values and standards are met by each member of the OTE team. The CEO fosters an environment of change, understands when change is necessary and how and when to carry it out.

## **QUALIFICATIONS & DESIRED ATTRIBUTES:**

### **Minimum Qualifications**

**Eight years of leadership experience in a public or private organization.**

**The ideal candidate will possess the following desired attributes:**

- Clear working knowledge of strategic planning and the application of performance metrics
- Familiarity with the state legislative process including working with individual legislators and presenting testimony
- Experience in entrepreneurial leadership
- Experience in the development, management and evaluation of a budget with diverse revenue sources and funding mechanisms such as fees, assessments and grants
- Experience in policy development and decision making in a medium to large organization
- Experience leading a diverse and welcoming environment; ability to create a spirit of inclusiveness
- Experience representing a board, commission, council, public agency or other entity
- Experience making presentations and working with diverse groups and communities involving multiple stakeholders, often with competing interests

**Qualified applicants whose responses most closely match the minimum qualifications and desired attributes for this position will be invited to interview.**

### **ADDITIONAL INFORMATION:**

To apply, follow the "Apply" link above and complete the Oregon Employment Application online. All application materials must be received by the closing date/time posted on this announcement. This is a short form application. Only basic personal information and an attached resume are required along with your responses to the supplemental questions.

The screening of candidates will be based on review of the attached resume and responses to the supplemental questions. Candidates who meet the minimum qualifications and whose backgrounds most closely match the desired attributes as outlined in this announcement will be invited to interview.

Submit only the required materials. Portfolios and other work products should not be included at this time.

For additional information on attaching documents see our additional instructions. This announcement has supplemental information required for submission. Please see the SUPPLEMENTAL QUESTIONS section of this announcement.

If you require an alternate format in order to complete the employment process or have any questions, you may contact Twyla Lawson at (503) 373-7677 or Jennifer Rogers at (503) 378-8257.

**OREGON TRAVEL EXPERIENCE IS AN EQUAL OPPORTUNITY, AFFIRMATIVE ACTION EMPLOYER COMMITTED TO WORK FORCE DIVERSITY**

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Job #OTE12-0001  
OREGON TRAVEL EXPERIENCE (CHIEF  
EXECUTIVE OFFICER)  
JR

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## **Oregon Travel Experience (Chief Executive Officer) Supplemental Questionnaire**

**Your answers to the supplemental questions must be consistent with your described work experience. Your application will be reviewed to determine if you meet minimum qualifications.**

Qualified applicants with backgrounds that most closely match the needs of the position(s) will

be invited to interview. Resumes' will NOT be used to determine qualifications unless it clearly states a resume is required in the job posting.

**Transcripts are required to be attached to your application if you are using education or coursework to meet the minimum qualifications.** Transcripts must be from an accredited institution and clearly show 1) your name; 2) the name and address of the institution; 3) the degree received and; 4) required courses completed with a passing grade. For application purposes, photocopies are acceptable; however official or original documents may be requested to validate education.

**NOTE:** This (transcript) requirement does not apply to all initial applications for positions with the Oregon Legislature or the Oregon Judicial Department; in those branches the requirement, if any, for transcripts is as indicated on the job announcement.

\* 1. Which of the following best describes your **highest related level of education?**

- High School Diploma or Equivalent
- Some College Coursework, No Degree Received
- Associate's Degree
- Associate's Degree and additional coursework
- Bachelor's Degree
- Bachelor's Degree and additional coursework
- Master's Degree
- Master's Degree and additional coursework
- Doctorate Degree
- Doctorate Degree and additional coursework
- None of the Above

\* 2. Which of the following best describes the number of **graduate level (500 level or higher) credit hours you have completed? If you have not completed coursework at this level, enter N/A.**

- N/A
- 4 Quarter hours/3 Semester hours
- 8 Quarter hours/5 Semester hours
- 12 Quarter hours/8 Semester hours
- 16 Quarter hours/11 Semester hours
- 20 Quarter hours/13 Semester hours
- 24 Quarter hours/16 Semester hours
- 28 Quarter hours/19 Semester hours
- 32 Quarter hours/21 Semester hours
- 36 Quarter hours/24 Semester hours
- 40 Quarter hours/27 Semester hours
- 44 Quarter hours/29 Semester hours
- 45-68 Quarter hours /30-45 Semester hours
- 69-95 Quarter hours /46-63 Semester hours
- 96-143 Quarter hours /64-95 Semester hours
- 144-191 Quarter hours /96-127 Semester hours
- 192-239 Quarter hours /128-159 Semester hours
- 240 or more Quarter hours /160 or more Semester hours

\* 3. Which of the following best describes the **focus of your degree?**

- Business Administration
- Public Administration
- Other Related Degree
- My degree is not related
- I do not have a degree

- \* 4. Which of the following best describes the focus of your **graduate level (500 or higher)** coursework?
- Business Administration
  - Public Administration
  - Other Related Education
  - My graduate level coursework is not related
  - I have not completed coursework at this level
- \* 5. If you selected "Other Related Education" in question 3 or 4, please identify the **focus of your degree**. If you did not, enter N/A.
- \* 6. Which of the following best describes your level of experience in **management** in a public or private organization?
- 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
- \* 7. Please select the following experience you possess by checking all that apply and then answer questions 8-15, as appropriate:
- Clear working knowledge of strategic planning and the application of performance metrics
  - Familiarity with the state legislative process including working with individual legislators and presenting testimony
  - Experience in entrepreneurial leadership
  - Experience in the development, management and evaluation of a budget with diverse revenue sources and funding mechanisms such as fees, assessments and grants
  - Experience in policy development and decision making in a medium to large organization
  - Experience leading a diverse and welcoming environment; ability to create a spirit of inclusiveness
  - Experience representing a board, commission, council, public agency or other entity
  - Experience making presentations and working with diverse groups and communities involving multiple stakeholders, often with competing interests
  - None of the above
- \* 8. Describe your working knowledge of strategic planning and the application of performance metrics.
- \* 9. Describe your experience with the state legislative process including working with individual legislators and presenting testimony.

- \* 10. Describe your entrepreneurial leadership experience.
- \* 11. Describe your experience in the development, management and evaluation of a budget with diverse revenue sources and funding mechanisms such as fees, assessments and grants.
- \* 12. Describe your experience in policy development and decision making in a medium to large organization.
- \* 13. Describe your experience leading a diverse and welcoming environment; ability to create a spirit of inclusiveness.
- \* 14. Describe your experience representing a board, commission, council, public agency or other entity.
- \* 15. Describe your making experience presentations and working with diverse groups and communities involving multiple stakeholders, often with competing interests.
- \* 16. This job posting requires you to include the following. **Resume:** Include a resume that clearly demonstrates how you meet the minimum qualifications listed in the Qualifications and Desired Attributes section of this announcement. You can either paste a text resume in the text resume section of the application or you can attach a resume in the attachments section. If you are selected as a finalist for this position, your resume may be shared with stakeholders as part of the final interview process.

Did you include your **resume** with your on-line application?

Yes  No

\* Required Question