



**CITY OF PORTLAND**  
invites applications for the position of:  
**Volunteer (Non-Paid)**  
**Position – Portland**  
**Pedestrian Advisory**  
**Committee**

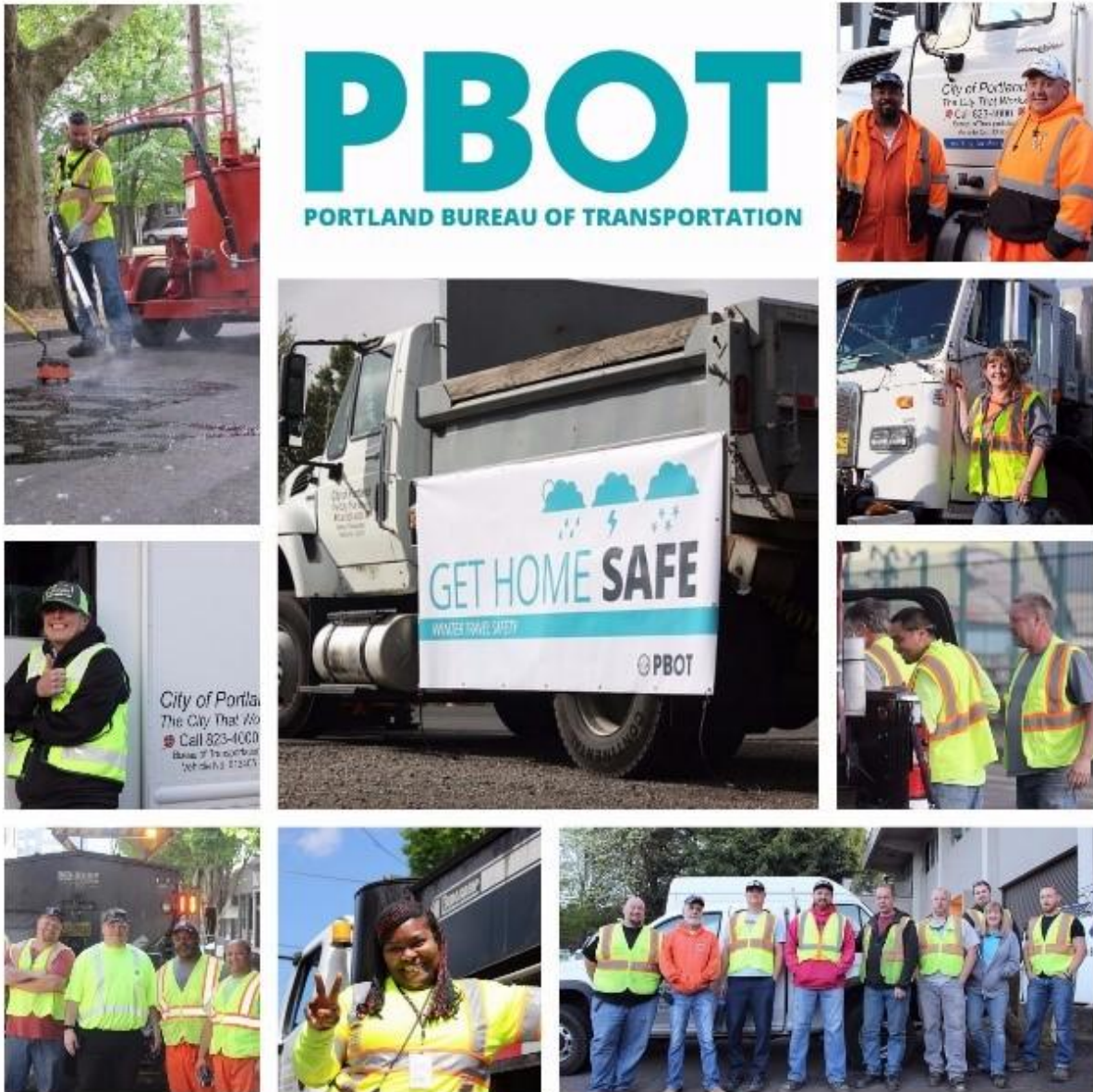
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**SALARY:** Hourly

**OPENING DATE:** 12/20/21

**CLOSING DATE:** 01/15/22 11:59 PM

**THE POSITION:**



### Work Location

Currently, many positions with the City of Portland are being performed remotely due to COVID-19. In the future, current positions classified as “part-time remote” could: 1) remain part-time remote, 2) become a remote/onsite mix, 3) revert to part-time at a city location. As the situation evolves, the exact location of the position in this recruitment may change based upon leadership direction and approval.

### Purpose and Background

The purpose of the Portland Pedestrian Advisory Committee is to advise City Council and all departments of the City on all matters that encourage and enhance walking as a means of transportation, recreation, wellness, and environmental enhancement. In this context walking includes the use of medically approved devices that provide a similar level of mobility. The Pedestrian Advisory Committee is a perpetual body.

### Committee activities include:

- Review and make recommendations on planning documents prepared by City bureaus affecting pedestrians and pedestrian facilities. These shall include but are not limited to the Comprehensive Plan, the Transportation System Plan, Neighborhood Plans, area-wide Development Plans, and the Central City Plan.
- Review and make recommendations on Capital Improvement Projects developed within the City boundaries by governmental agencies to ensure that pedestrian needs and pedestrian facilities are given full attention.

- Review and make recommendations regarding funding priorities for Pedestrian program activities, Capital Improvement Projects, and other activities insofar as they relate to Pedestrians.
- Maintain and periodically update the Portland Pedestrian Design Guide and Pedestrian Master Plan. Monitor the implementation of those documents.
- Monitor activities of other City Bureaus, jurisdictions, Metro, and the State as they affect pedestrians and pedestrian facilities in the City.
- Ensure that pedestrian policies and plans promote equity by meeting the needs of people from traditionally underserved communities.
- Assist Portland Transportation staff in setting priorities for pedestrian improvements.
- Provide staff with comment and recommendations relating to urban design and planning issues including transportation needs and other elements of the public realm and the pedestrian environment.
- Advise City staff on issues related to promoting pedestrian safety and education.

**Total number of advisory seats: 15**

**Number of seats available: 13**

## TO QUALIFY:

### Who can join

To be eligible for the advisory committee, members must **live, play, worship, go to school, work or do business in the City of Portland.**

Additionally, applicants for membership should:

- Have an interest in promoting walking for transportation, recreation, and environmental enhancement
- Have good communication skills for working on a committee
- Commit to attending one 2-3 hour meeting evening per month (currently scheduled for the third Tuesday of each month) and participating in the work of the committee.

### What We Look For

We want people from every part of Portland here to share their voice on this committee. If you want to serve your community and to help government make better choices, then we want to see your application. *The attributes listed below are what will guide our selection process. It is helpful if you are specific in your answers. **We do not expect you to be or have everything listed.***

- Exhibit a passion for/commitment to improving walking conditions in Portland
- Demonstrate an understanding of or lived experience with transportation and urban design issues
- Contribute to geographic diversity on the committee
- Contribute to a diversity of pedestrian-related perspectives on the committee, such as any combination of the following demonstrated interests/perspectives:
  - commercial/ business/ economic development knowledge
  - disability experience/ awareness of the different ways people “walk”
  - safety advocacy
  - social or racial justice experience
  - recreational user (such as leisure walking, running/ jogging, dog walking)
  - transit (bus, MAX, etc.) ridership/advocacy
  - children/ education/ youth engagement
  - service to vulnerable communities/ underserved Portlanders
- Are new to participating in City processes/committees
- Demonstrated ability to listen and consider other perspectives and constructively contributing to the work of the committee.

### Time Commitment

- Monthly meetings will take place on weekday evenings. [Meetings are currently scheduled 6:00-8:30 pm on the third Tuesday of each month](#) and currently held via Zoom.
- Members are involved for a duration of 2-year terms, **or no more than 8 consecutive years.**
- Members are expected to prepare for meetings on their own time. Meeting materials for review may be sent with minimal time to review, possibly as few as forty-eight hours (or two days) in advance.

## THE RECRUITMENT PROCESS:

### How to Apply

Applications are due on January 15, 2022

Online submission is the preferred, fastest method to get the application into the hands of the selection committee. We suggest you pre-write and save your answers in a separate document, so you have your own copy, and to prevent loss of your work from internet disruptions. You may **request to submit a Word version** of the application. Email [AdvisoryBodies@portlandoregon.gov](mailto:AdvisoryBodies@portlandoregon.gov) to request a Word version.

To talk with someone about this opportunity or to receive assistance completing the application, please contact [ocean.eale@portlandoregon.gov](mailto:ocean.eale@portlandoregon.gov).

### Voluntary & Confidential Demographic Information

The City is committed to diversity, inclusion, and equity. Completing the demographic information on the application is voluntary, but we encourage you to provide that information. The City uses this information to help ensure that advisory body appointments represent a broad cross-section of community. Your information will not be used during the recruitment nor the selection process. State and federal law prohibit use of this information to discriminate against you. Questions about this may be sent to [AdvisoryBodies@Portlandoregon.gov](mailto:AdvisoryBodies@Portlandoregon.gov)

### General Questions

For general questions about the Advisory Bodies program, the volunteer recruitment process, or other upcoming advisory body opportunities please email [AdvisoryBodies@Portlandoregon.gov](mailto:AdvisoryBodies@Portlandoregon.gov).

### We Encourage You to Apply

We welcome you to browse our website to learn more about the bureau and the Pedestrian Advisory Committee.

<https://www.portlandoregon.gov/transportation/32360>

<https://www.portlandoregon.gov/transportation/73741>

## ADDITIONAL INFORMATION:

### We Remove Barriers

Let us know if there are barriers to your participation. Dinner will be provided at evening meetings. Public transportation or parking passes will be available if you need those to fully participate.

### Volunteer Ethics

People who join this committee will become what we call "Public Officials," which means that while you serve you must behave fair and ethically. We will provide training on this once you are accepted. Part of following Public Officials Ethics laws means you must tell the group when you or a relative may financially benefit (or avoid fees) by your recommendations. This is called a "Conflict of Interest." If you tell us about potential Conflicts of Interest that does not mean you cannot serve, in fact, many committees have potential members with Conflicts of Interest. We appreciate your ethical inclusion of possible Conflicts of Interest on the form included in the application.

**This is an unpaid, volunteer position.**

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.portlandoregon.gov/jobs>

1120 SW 5th Ave, 404  
Portland, OR 97204  
503-823-4757

Position #2021-01153  
VOLUNTEER (NON-PAID) POSITION – PORTLAND  
PEDESTRIAN ADVISORY COMMITTEE  
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## **Volunteer (Non-Paid) Position – Portland Pedestrian Advisory Committee Supplemental Questionnaire**

1. Thank you for your interest in serving as a member of a City of Portland advisory body. This online form is designed to collect information from individuals who are interested in serving on a City advisory body. It includes the following sections: 1. General Information, Application Questions 2. Conflict of Interest Disclosure 3. Voluntary Confidential Demographic Information This form offers the advantage of a digital timestamp and delivery that certifies your submission date. It is the fastest method to get the application into the hands of the selection committee. It is still recommended that you pre-write and save your answers in a separate document for your records. You may request to submit a Word version of the application. Email [AdvisoryBodies@portlandoregon.gov](mailto:AdvisoryBodies@portlandoregon.gov) to request a Word version. All entries must be submitted to [Advisorybodies@portlandoregon.gov](mailto:Advisorybodies@portlandoregon.gov) to qualify. Applications sent directly to the staff liaison will not be counted. Information provided in any of these sections is public information, except for the Voluntary Confidential Demographic Information Form. Any information provided under this section will be held confidential, not tied to your name. The City uses demographic information to identify larger patterns so that it may better engage and serve diverse populations. To apply, please first review information about the advisory body for which you're applying, as well as the position description, applicant qualifications and expectations, and selection process at <https://www.portlandoregon.gov/civic/apply>. If you are interested in applying for more than one advisory body, please submit a new application for each one, as each body has a unique set of work and selection process. If you have questions and/or need assistance in completing this form, please contact the Office of Community & Civic Life by calling 503-823-4519 or by emailing [AdvisoryBodies@PortlandOregon.gov](mailto:AdvisoryBodies@PortlandOregon.gov). The City of Portland is committed to diversity and equity and encourages people who are diverse in terms of race, ethnicity, disability, gender identity, sexual orientation, national origin, age, religion, and geographic identification to apply. ACCOMMODATIONS In compliance with Civil Rights laws, it is the policy of the City of Portland that no person shall be excluded from participation in, denied the benefits of, or be subjected to discrimination in any City program, service, or activity on the grounds of race, color, national origin, or disability. To help ensure equal access to City programs, services, and activities, the City of Portland reasonably provides: translation and interpretation services, modifications, accommodations, auxiliary aids and services, and alternative format. For these services, complaints, and additional information, contact the staff contact for the advisory body for which you're applying (list available at [www.portlandoregon.gov/civic/apply](http://www.portlandoregon.gov/civic/apply)). You may also contact the Office of Community & Civic Life at (503) 823-4519 or

advisorybodies@portlandoregon.gov, use City TTY 503-823-6868, or Oregon Relay Service: 711.

- \* 2. What is the name of the advisory body you applied to serve on?
  
- 3. How did you hear about this opportunity?
  
- \* 4. Applicant name and/or how you would like to be called
  
- \* 5. Applicant email (so we can contact you about the selection process)
  
- \* 6. Your daytime phone number (so we can contact you about the selection process)
  
- \* 7. Currently, do you live, work, play, go to school, and/or worship in the City of Portland?  
(Please mark all that apply so we can know the variety of ways you are involved in Portland)
  
- 8. Are you interested in being contacted about other advisory body opportunities if you are not selected for this one?  
 Yes    No
  
- \* 9. Based on State law ORS 244.020(15), advisory body members are required to disclose conflicts of interest. Under Oregon Revised Statute 244.020(3), an appointee has conflict of interest when participating in an official action which could or would result in a financial benefit or avoidance of detriment to the public official, a relative of the public official, or a business with which either is associated. Additionally, Portland City Code Chapter 1.03, Code of Ethics, requires advisory board members to uphold a specific standard of behavior. This language is included as part of this form and will also be provided as part of your training. Public officials also need to observe the Oregon Government Ethics Commission's "Oregon Government Ethics Law - A Guide for Public Officials", booklet available at [www.oregon.gov/OGEC/Pages/training.aspx](http://www.oregon.gov/OGEC/Pages/training.aspx). Are you or is a relative associated with a business, as defined by ORS 244.020(3)(4), that is related to the subject matter to be considered by this advisory body? If yes, please explain. If no, enter "no" or "N/A."
  
- \* 10. Even if you or a relative's connection to a business does not rise to the financial thresholds contained in ORS 244.020(3)(4), the City would like to know of any relationship to a business that could benefit financially from the outcome of the matter to be considered by this advisory body. Do you or a relative have connections that could result in a financial benefit of more than \$500 annually? If yes, please explain. If no, enter "no" or "N/A."
  
- \* 11. Do you or does any relative of yours have a professional affiliation with the City of Portland, either as a staff member or through a contract? Please list their name, their

position, your relationship, the bureau/department, and contract. If no, enter "no" or "N/A."

- \* 12. I affirm that all information contained in this form is true to the best of my knowledge. If at any time following the submission of this form I become aware of any actual or potential conflicts of interest or if the information provided becomes inaccurate or incomplete, promptly notify the staff contact for the City advisory body. Misstatement of fact or misrepresentation of information may result in your application being disqualified, or future dismissal from the advisory body.

Yes  No

13. Please review information about the advisory body for which you're applying at [www.portlandoregon.gov/civic/apply](http://www.portlandoregon.gov/civic/apply). Please answer the following universal questions. No more than 250 words per question. You may also upload an optional PDF or MS Word resume at the bottom of this page. OPTIONAL: Are you currently, or have you previously been active with a different advisory body? If yes, please provide the Advisory Body name, host bureau/office, and years you were/are active.

14. OPTIONAL: Using the same format as above, do you have any groups and associations you would like to share with us (e.g. professional, social, religious, volunteer, advocacy, etc) ?

15. Describe your relevant skills, knowledge, and lived experience as well as any volunteer, work, and/or educational experience that would serve the advisory body's ability to meet its mission.

16. What excites you about the possibility of serving on this advisory body? (No more than 250 words)

17. The City of Portland seeks to build diverse representation on advisory bodies in terms of race, ethnicity, disability, gender identity, sexual orientation, national origin, age, religion, and geographic identification, as well as advocacy experience, community involvement, volunteerism, occupation, and education. Please describe your experience working in community, diverse groups, or public bodies, and provide examples in which you contributed to productive group processes and collective work in a collaborative, multicultural, and/or multilingual setting. (No more than 250 words)

18. Please describe your ability to listen and consider other perspectives which may be different from your own. (No more than 250 words)

19. Please address your commitment to and experience supporting and/or advancing equitable outcomes. Refer to examples from: your school, work, community, places of faith, family, etc (No more than 250 words)

- \* 20. I affirm that all information contained in this form is true to the best of my knowledge. Misstatement of fact or misrepresentation of information may result in your application

being disqualified, or future dismissal from the advisory body.

Yes  No

- \* 21. VOLUNTARY CONFIDENTIAL DEMOGRAPHIC INFORMATION Completion of this section is not required and is therefore completely voluntary. The City is committed to diversity, inclusion, and equity and uses the demographic information you provide in the following pages to help ensure that advisory body appointments represent a broad cross section of community. This information will not be used during the recruitment or selection process. State and federal law prohibit discrimination against you based on your status in a protected class. This information is not anonymous. The City will treat this information as confidential to the fullest extent allowed by law. This may include sharing demographic information for all advisory body candidate applications with the staff liaisons after the recruitment cycle has ended. I have read the above explanation of how voluntary, demographic information will be used. I agree and consent to sharing my voluntary, confidential demographic information

Yes  No

22. What is your age?

23. What is your racial or ethnic identity? (Select all that apply.) African-American/Black Asian Hispanic/Latinx Middle Eastern/North African American Indian/Alaskan Native Native Hawaiian or Pacific Islander My race is unknown to me White I prefer not to disclose. I prefer to describe my race or ethnic identity

24. What language is spoken in your home? If multiple, list in your order of preference.

25. Do you have any American Indian or Alaska Native tribal affiliation? Yes (if yes, please describe) No I prefer not to disclose

26. If tribal, are you enrolled? Yes (if yes, please describe) No Not tribal I prefer not to disclose

27. If tribal, are you a descendant? Yes (if yes, please describe) No Not tribal I prefer not to disclose

28. Are you a person living with a disability? Yes No Prefer not to disclose

29. If yes, please describe the nature of your disability. Please check all that apply. Mobility (e.g., walking, climbing stairs) Visual (e.g., blind, low vision) Deaf or hard-of-hearing Cognitive (e.g., traumatic brain injury, learning disabilities) Mental health (e.g., anxiety, PTSD) Intellectual or developmental (e.g., Down syndrome, fragile X syndrome) Invisible (e.g., diabetes, HIV, cancer) Not disabled Prefer not to disclose

30. What is your gender? Please check all that apply. Female Male Gender expansive (e.g.,



non-binary, agender, gender fluid) Transfeminine Transmasculine Two Spirit Not sure or undecided Prefer not to disclose I prefer to describe my gender

31. What is your sexual orientation? Please check all that apply. Queer Gay Lesbian Heterosexual Bisexual Pansexual Asexual Not sure or undecided Prefer not to disclose Prefer to describe:
32. What is your highest education level attained? No schooling complete Nursery or Preschool through grade 12 High school graduate or equivalent Some college Associate's degree Bachelor's degree Graduate degree Prefer not to disclose
33. What is your field of expertise? Please check all that apply. Architecture Education Business Government Environment Planning Sales I prefer not to disclose Prefer to describe:
34. What is your total household income? Under \$30,000 \$30,000 to \$59,999 \$60,000 to \$89,999 \$90,000 to \$199,999 Over \$200,000 Prefer not to disclose
35. What is the geographic area that you are representing for the purposes of this advisory body (predominant area you live, work, play, do business, worship, or go to school). If multiple, select the one that best fits. Southwest Portland Southeast Portland Northwest Portland Northeast Portland North Portland East Portland (East of I-205) Prefer not to disclose I prefer to describe OR I am outside of Portland (describe)
36. What is your employment status? Employed, full-time Employed, part-time Employed, on call Not employed Retired Disabled Prefer not to disclose
37. What is your zip code for your residency? (which may be different than the geographic area that you are representing for the purposes of this advisory body)
38. Which best describes your current housing? Please check all that apply. Rent Own I prefer to describe:
39. Which best describes your current dwelling? Please check all that apply. Apartment House Duplex Condo Shelter Mobile home RV Van Boat Houseless Assisted Living Group housing Tent I prefer not to disclose Prefer to describe:

\* Required Question