

**Office of Neighborhood Involvement  
Staffing and Organizational Overview- October 3, 2007**

Center	Program	Position	Description
<b>Adminis- tration</b>  <i>(3 FTE)</i>	Bureau Director	Amalia Alarcon	<ul style="list-style-type: none"> <li>• Directs the development of and monitors bureau performance against the budget</li> <li>• Plans, organizes, directs and evaluates the performance of assigned supervisors and staff; establishes performance requirements and personal development targets</li> <li>• Works closely with the City's elected leadership in setting and carrying out the City's vision, mission and objectives for the bureau</li> <li>• Coordinates and directs long-range planning and implementation of neighborhood association, district coalition and bureau policies, contracts and programs</li> <li>• Develops and maintains effective coalitions and relationships with other City bureaus, neighborhood agencies, service providers and the community</li> <li>• Coordinates City efforts to improve communications among neighbors, various neighborhood associations, service providers and bureau staff</li> <li>• Tracks, participates, and implements recommendations from Community Connect</li> </ul>
	Business Operations Supervisor	Amy Archer	<ul style="list-style-type: none"> <li>• Responsible for managing the budget development and maintenance process</li> <li>• Manages human resource functions of the bureau including: hiring, discipline, labor/management relations, workload and staffing resource issues</li> <li>• Provides centralized accountability for all outside contracts</li> <li>• Coordinates all intra-bureau activities (i.e. BTS, BGS, OMF, etc), which include-governmental agreements, facility/space planning, IT/communication infrastructure</li> <li>• Develops and monitors bureau Diversity Plan and Affirmative Action Strategies</li> <li>• Provides oversight and accountability for program management functions (i.e. hiring, setting performance measures, monitoring budgets, etc...)</li> <li>• Develops internal policies and procedures that guide the work of the bureau</li> <li>• Currently supervises the Graffiti Abatement, Liquor Licensing, and Business Support Programs (listed under Neighborhood Livability Services)</li> </ul>
	Financial Analyst	Michael Kersting	<ul style="list-style-type: none"> <li>• Responsible for all aspects of ONI's Budget &amp; Accounting functions, including:</li> <li>• Annual Budget Development</li> <li>• Ongoing Budget Monitoring for ONI and City Budget office needs.</li> <li>• Accounts Payable processing</li> <li>• Accounts Receivable billing</li> <li>• Payroll &amp; HR duties</li> <li>• Maintenance of ONI chart of accounts</li> <li>• Development of ONI financial forecast &amp; revenue projections.</li> <li>• Interagency billings and revenues</li> </ul>

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<b>Neighborhood Resource Center (NRC)</b> <i>(9.65 FTE)</i>	Neighborhood Programs	Brian Hoop-Neigh. Program Manager (interim)	<ul style="list-style-type: none"> <li>• Supervises Neighborhood Resource Center, including Neigh Program Coordinator, Disability Program Specialist, Public Involvement Specialist, Community Siting Specialist and other special project staff when needed</li> <li>• Provides technical information to coalitions and associations on ONI Standards (including grievance issues), non-profit law, community organizing and non-profit administration issues</li> <li>• Manages coalition contracts for delivery of support services to neighborhood associations, small grants, people of color leadership academy</li> <li>• Coordinates efforts with neighborhood coalitions to develop and implement diversity efforts</li> <li>• Develops and implements training programs and workshops for neighborhood associations</li> <li>• Organizes and implements Neighborhood Association Summit and other citywide neighborhood related events</li> <li>• Creates, produces and distributes various outreach and ONI educational and marketing materials</li> <li>• Develops and coordinates public involvement contact management database, Neighborhood Bylaws, and Maps</li> <li>• Serves as ONI staff support for special public involvement projects and committees for Commissioners and City bureaus</li> </ul>
		Jeri Williams-Neigh. Program Coordinator	<ul style="list-style-type: none"> <li>• Provides technical information to coalitions and associations on ONI Standards, non-profit law, community organizing and non-profit administration issues</li> <li>• Responds to and troubleshoots neighborhood grievance issues appealed to ONI</li> <li>• Manages coalition contracts for delivery of support services to neighborhood associations, small grants, people of color leadership academy</li> <li>• Coordinates efforts with neighborhood coalitions to develop and implement diversity efforts between coalitions with underrepresented communities</li> <li>• Develops and implements training programs and workshops for neighborhood associations on organizational development and community organizing skills</li> <li>• Organizes and implements Neighborhood Association Summit and other city-wide neighborhood related events</li> <li>• Creates, produces and distributes various outreach and ONI educational and marketing materials</li> <li>• Develops and coordinates public involvement contact management database and identify opportunities for system improvement</li> <li>• Serves as ONI staff support on assigned special public involvement projects and committees for Commissioners and other City bureaus</li> </ul>
		Nell Wagenaar-Administrative Support	<ul style="list-style-type: none"> <li>• Coordinates Spirit of Portland awards program</li> <li>• Coordinates admin support and system design improvements for citywide boards and commissions application process</li> <li>• Coordinates admin support for public involvement contact information database</li> <li>• Coordinates creation and maintenance of neighborhood program web content</li> <li>• Designs and maintains District Coalition contract filing systems and produce reports</li> <li>• Administers college internship program and supervise day to day tasks of interns</li> <li>• Answers and triages ONI bureau and neighborhood program main phone line calls</li> <li>• Provides admin support for leadership workshops – i.e. data entry, reminder calls</li> <li>• Provides back-up support for bureau TARS and related payroll operations</li> <li>• Coordinates processing of key bureau ordinances</li> <li>• Provides admin support for Bureau Advisory Committee</li> </ul>

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NRC Continued	Neighborhood Coalitions (City-run offices)	North- Tom Griffin Valade	<ul style="list-style-type: none"> <li>• Promotes Assets Based Community Development mission, facilitates, trains, technical assistance, group process, fund development, organizational development, program evaluation, dispute resolution, clerical support</li> <li>• Facilitates dialogue between community and elected/bureau representatives</li> <li>• Recruits, hires, fires, trains, and directs staff (variable 2-12)</li> <li>• Develops, monitors, and reconciles budget, program development and management</li> <li>• Provides oversight for building maintenance, daily operations, long term planning, fund raising support</li> <li>• Provides fiscal management, administrative and technical support, grant creation and administration, technical assistance</li> <li>• Administers grant fund, promotion, technical advice, training, facilitation, contract administration</li> </ul>
		North - Ronna Seavey (.5 FTE Limited FY08)	<ul style="list-style-type: none"> <li>• Deliver technical assistance, public outreach, funding support, and coordination for special projects including the Interstate Farmers Market, all neighborhood clean-ups, tree plantings, community building art projects, implementing the PDC grant to upgrade the Kenton Firehouse, etc.</li> <li>• Coordinate the Interstate Farmers Market providing technical assistance, promotion, group facilitation, fiscal administration, and evaluation</li> <li>• Coordinate Historic Kenton Firehouse Community Center including events, meetings, and maintenance</li> </ul>
		North – Mary J Kelley (.5 FTE Limited FY08)	<ul style="list-style-type: none"> <li>• Conduct professional public outreach, education and community involvement projects, particularly those regarding land-use and transportation issues</li> <li>• Coordinate the Neighborhood Small Grants and the North Portland Trust Fund programs including development, promotion, selection, contract administration, and evaluation.</li> <li>• Deliver technical assistance, public outreach, funding support, and coordination for special projects including the Interstate Farmers Market, all neighborhood clean-ups, tree plantings, community building art projects, implementing the PDC grant to upgrade the Kenton Firehouse, etc.</li> <li>• Draft promotional materials and press releases regarding community events.</li> </ul>
		East- Richard Bixby (0.75 FTE)	<ul style="list-style-type: none"> <li>• Recruits, hires, fires, trains, and directs (variable 1 – 2)</li> <li>• Develops, monitors, and reconciles budget, program development and management</li> <li>• Staffs Neighborhood Chairs Committee (program oversight group)</li> <li>• Provides assistance to 13 neighborhood associations and 4 issue committees, including mailing list/database management, notifications, records, organization support and training, minor clerical support</li> <li>• Provides information and referral to community members and bureau staff</li> <li>• Produces quarterly district-wide neighborhood newspaper</li> <li>• Facilitates dialogue between community and elected/bureau representatives</li> <li>• Provides administrative and technical support for East Portland Neighbors, a non-profit that provides fiscal sponsorship for 6 neighborhood projects</li> <li>• Manages OSD neighborhood cleanup grants for neighborhoods, approximately 10 events each year</li> </ul>
		East- Teresa Hattfield- Admin support (.9 FTE)	<ul style="list-style-type: none"> <li>• Provides office management for East Portland Neighborhood Office</li> <li>• Triages phone, email and walk-in queries about neighborhood program</li> <li>• Assists in the production of a quarterly newsletter</li> <li>• Provides logistical support for chairs meetings and special events</li> </ul>

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NRC Continued	Public Involvement	Vacant – Program Specialist (1 FTE Limited FY08)	<ul style="list-style-type: none"> <li>• Assist City bureaus with limited technical advice and support for implementing Bureau Innovation Project Committee #9 recommendations.</li> <li>• Convene and coordinate ongoing citywide public involvement staff team to troubleshoot implementation of BIP 9 recommendations, check-ins on major City public involvement projects, assess professional development training needs, developing appropriate outreach strategies and share best practices.</li> <li>• Develop creation of and provide ongoing coordination and support for Public Involvement Standards Commission. Develop workplan and timeline for implementation of ongoing recommendations from Public Involvement Standards Commission.</li> <li>• Devise methods for measuring effectiveness of public involvement efforts by City bureaus, especially involvement of traditionally underrepresented constituencies. Produce annual progress report on citywide bureau public involvement policies, processes and implementation of BIP 9 and new commission recommendations.</li> <li>• Work with Auditor’s Office and Ombudsman Office on developing procedures for responding to complaints and recommendations for corrective action.</li> <li>• Develop best practices for Citywide PortlandOnline public involvement features, including development of web-based public involvement contact database.</li> <li>• Assess City bureau public involvement staff professional development training needs, specifically with culturally appropriate outreach skills, and develop a plan for meeting those needs.</li> <li>• Assist with other special projects related to the development and implementation of citywide public involvement best practices.</li> </ul>
	Community Siting	Judith Mowry (Limited funding TBD)	<ul style="list-style-type: none"> <li>• Facilitates dialogue on issues impacting neighborhood relationships and livability.</li> <li>• Facilitates collaborative processes for issues of growth, development and change.</li> <li>• Facilitates high-stake/high-conflict community meetings</li> <li>• Staffs process strategy hotline</li> <li>• Develop tools and resources for coalitions and neighborhoods to build capacity for diverse civic engagement goals</li> </ul>
	Disability Program	Nickole Cheron-Program Specialist	<ul style="list-style-type: none"> <li>• Facilitates the reestablishment of the Disability Advisory Committee</li> <li>• Recruits and trains volunteers/interns/stakeholders to maintain and disperse informational resources</li> <li>• Updates and maintains a disability resource database of community organizations and leaders</li> <li>• Works with ONI’s City/County Information and Referral Center to provide accurate disability services reference information</li> <li>• Maintains knowledge of current federal, state, and local laws, City policies &amp; current issues related to disabled community</li> <li>• Expands awareness of disability issues by building cultural competency skills and organizing citizens to take action</li> <li>• Works in partnership with civic organizations to promote mass media attention on disability</li> <li>• Organizes one leadership training for neighborhood and community leaders on making their organizations more accessible</li> <li>• Works with Coalitions to host workshop/dialogues/forums around major disability concerns specific to their area</li> <li>• Develops simple fact sheets to educate and inform the public on disability issues</li> <li>• Organizes and facilitates seven unit workshop series in partnership with neighborhoods for Portland community</li> <li>• Organizes and hosts workshops and educational opportunities for city staff around disability: inclusively and compliance</li> <li>• Is a liaison with the City attorney’s working committee on developing and implementing the City’s ADA transition plan</li> <li>• Is a liaison with development of Metropolitan Human Relations Commission</li> <li>• Assists with emergency planning for persons with disabilities and develops and coordinates 911 disabilities outreach project, coordinating tracking system with BOEC and POEM</li> </ul>

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<b>Crime Prevention</b>  <i>(15.4 FTE) Crime Prevention Continued</i>	Crime Prevention Program	Stephanie Reynolds-Program Manager	<ul style="list-style-type: none"> <li>• Organizes, directs, and evaluates the work of the eleven Crime Prevention Coordinators working out of remote locations around the city; as well as one temporary administrative support staff.</li> <li>• Develops, implements, and monitors work plan to achieve program goals and objectives</li> <li>• Manages program budget</li> <li>• Oversees the annual planning and implementation of two major events: National Night Out and Ready. Safe. Go., reaching approximately twenty thousand people</li> <li>• Co-chair of the Inter-Bureau Task Force and the Project SAFE workgroup. Bring together agencies and community members to try to solve particularly intractable problem locations or issues</li> <li>• Represents the program at the Police Bureau's Chief's Forum, Portland Citizen Corps Council, Multnomah County Family Violence Coordinating Council (FVCC), and FVCC Community Involvement Committee</li> <li>• Develops educational and outreach materials for the public</li> </ul>
		Kelly Ball – Trng/Event Coordinator	<ul style="list-style-type: none"> <li>• Plans, organizes, manages and evaluates the major crime prevention events and citywide crime prevention training programs.</li> <li>• Coordination of major citywide public safety events including National Night Out and Ready Safe Go. Partnership building with stakeholders, managing the budgets for events, compose and finalize all outreach and marketing for events, approve promotional materials, conduct evaluation of prior special events and policies, plan and implement changes as needed.</li> <li>• Coordination and tracking of citywide crime prevention training, focus on ensuring consistency of trainings provided by staff. Developing a more proactive approach to training delivery to solicit input on general interest trainings, compile information that is applicable citywide and coordinate with CPPA staff for delivery. Provide evaluation and direction to CPPA staff on effectiveness of training delivery, providing counseling and direction on improving delivery.</li> <li>• Leadwork/oversight of CP staff including daily approval/denial of leave/overtime requests, timesheet review and approval, mileage reimbursement review and approval, etc. Providing professional development trainings with staff, Advising and counseling CPPA staff on effective training delivery</li> <li>• Responsible for coordination of intern program for Crime Prevention, including partnership building with internship programs at local colleges, interviews, placement and general supervision of 1-3 interns per quarter.</li> <li>• Organization and tracking of foot patrol and Neighborhood Watch. Policy development with a focus on consistency and overall Citywide needs of the program.</li> <li>• Serve as a representative of ONI and the CP program for the Crime Prevention Program Manager at meetings</li> </ul>
		Theresa Marchetti-Admin Support (.4 FTE)	<ul style="list-style-type: none"> <li>• Coordinates administrative support for high profile Crime Prevention special events including <i>Ready. Safe. Go.</i>- a Public Safety Conference and Volunteer Recognition Event and <i>National Night Out</i></li> <li>• Develops, implements and maintains a central crime prevention resource library that serves the entire staff to ensure specialized knowledge is shared efficiently</li> <li>• Builds and maintains a volunteer recruitment network bank</li> <li>• Responds to citizen and agency requests for information or inquiries related to crime prevention services</li> <li>• Provides administrative support for Crime Prevention staff, including: Printing and Distribution orders, filling for Neighborhood Watch sign program and recording minutes for special CP staff retreats and meetings</li> </ul>

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<i>Crime Prevention Continued</i>		Katherine Anderson-SE	<ul style="list-style-type: none"> <li>• Serves as the program lead on school safety issues and youth violence prevention</li> <li>• Responds to requests from community and enforcement partners to address crime and nuisance activity throughout inner Southeast. Is assigned to Buckman, Kerns, Laurelhurst, Center, Montavilla, Mt. Tabor, South Tabor, Sunnyside, Richmond, and Hosford-Abernathy Neighborhoods</li> <li>• Coordinates community partnerships with groups such as: Portland Citizen Corps Council, the SE Public Safety Forum, 82<sup>nd</sup> Avenue of Roses, SE Precinct Problem-Solving meetings, and other efforts sponsored by community organizations</li> <li>• Participates in pro-active projects with various partners to reduce crime such as: car prowling and burglary prevention missions, community-based livability missions along 82<sup>nd</sup> Avenue, and good neighbor/partnership agreements</li> <li>• Provides standard Crime Prevention Program training to community-based organizations for such topics as: Basic CPTED, Problem Solving 101, Time Place and Manner Regulations, Business/Apartment/Neighborhood Watch, and Foot Patrol</li> <li>• Takes the lead in providing training and education programs for such topics as: Responding to Illegal Drug Activity, Preventing Residential Burglary, and Connecting Neighborhood Watch with other volunteer preparedness programs</li> <li>• Maintains ongoing communication network by sharing public safety information with individuals and organizations</li> </ul>
		Max Margolis-SE	<ul style="list-style-type: none"> <li>• Serves as the program lead on drug issues</li> <li>• Responds to requests from community and enforcement partners to address crime and nuisance activity throughout inner Southeast. Is assigned to Ardenwald, Brentwood-Darlington, Brooklyn, Creston-Kenilworth, Eastmoreland, Foster-Powell, Mt. Scott-Arleta, Reed, Sellwood-Moreland, and Woodstock Neighborhoods</li> <li>• Coordinates community partnerships with groups such as: Portland Citizen Corps Council, the SE Public Safety Forum, 82<sup>nd</sup> Avenue of Roses, SE Precinct Problem-Solving meetings, and other efforts sponsored by community organizations</li> <li>• Participates in pro-active projects with various partners to reduce crime such as: car prowling and burglary prevention missions, community-based livability missions along 82<sup>nd</sup> Avenue, and good neighbor/partnership agreements</li> <li>• Provides standard Crime Prevention Program training to community-based organizations for such topics as: Basic CPTED, Problem Solving 101, Time Place and Manner Regulations, Business/Apartment/Neighborhood Watch, and Foot Patrol</li> <li>• Takes the lead in providing training and education programs for such topics as: Responding to Illegal Drug Activity and Substance Abuse Prevention in Youth</li> <li>• Maintains ongoing communication network by sharing public safety information with individuals and organizations</li> </ul>
		Rosanne Lee- East	<ul style="list-style-type: none"> <li>• Serves as the lead in CPTED and landlord training &amp; quarterly forums</li> <li>• Responds to requests from community and enforcement partners to address crime and nuisance activity throughout the Hazelwood, Lents, Mill Park, and Powellhurst-Gilbert neighborhoods</li> <li>• Coordinates community partnerships with the aim of reducing crime with groups such as: Marshall-Eastport Task Force, East Precinct Advisory Council, Chief's Forum, Gang Violence Task Force, and various Neighborhood Associations</li> <li>• Participates in pro-active projects with various partners to reduce crime such as: car prowling and burglary prevention missions, community-based livability missions along 82<sup>nd</sup> Avenue, and good neighbor/partnership agreements</li> <li>• Provides standard Crime Prevention Program training to community-based organizations for such topics as: Basic CPTED, Problem Solving 101, Time Place and Manner Regulations, Business/Apartment/Neighborhood Watch and Foot Patrol</li> <li>• Takes the lead in providing training and education programs for such topics as: Property Management &amp; Crime, Responding to Illegal Drug Activity and Advanced CPTED training</li> <li>• Maintains ongoing communication network by sharing public safety information with individuals and organizations</li> </ul>

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<i>Crime Prevention Continued</i>		Teri Poppino-East	<ul style="list-style-type: none"> <li>• Serves as the lead in building links between emergency preparedness and crime prevention</li> <li>• Responds to requests from community and enforcement partners to address crime and nuisance activity throughout Argay, Centennial, Glenfair, Pleasant Valley, Russell and Wilkes neighborhoods</li> <li>• Coordinates community partnerships with the aim of reducing crime and the fear of crime with groups such as: the Graffiti Taskforce, East Precinct Advisory Group, East Block Captains, Gang Violence Task Force</li> <li>• Participates in pro-active projects with various partners to reduce crime such as: car prowling or residential burglary prevention missions, facilitating forums to address issues of meth abuse and community impacts</li> <li>• Provides standard Crime Prevention Program training to community-based organizations for such topics as: Basic CPTED, Problem Solving 101, Time Place and Manner Regulations, Business/Apartment/Neighborhood Watch and Foot Patrol</li> <li>• Takes lead in training and education programs for such topics as: Child Safety, Advanced CPTED, and Graffiti</li> <li>• Maintains ongoing communication network by sharing public safety information with individuals and organizations</li> </ul>
		Jenni Bernheisel-CNN	<ul style="list-style-type: none"> <li>• Responds to requests from community and enforcement partners to address crime and nuisance activity throughout the Hollywood, Madison South, Parkrose Heights, Parkrose, Rose City Park, Roseway, and Woodland Park Neighborhoods</li> <li>• Participates in pro-active projects with various partners to reduce crime such as: car prowling and burglary prevention missions, community-based livability missions, and good neighbor/partnership agreements</li> <li>• Coordinates community partnerships with groups such as: Public Safety Forum, Advisory Councils, Precinct Problem-Solving meetings, and other efforts sponsored by community organizations</li> <li>• Provides standard Crime Prevention Program training to community-based organizations for such topics as: Basic CPTED, Problem Solving 101, Time Place and Manner Regulations, Business/Apartment/Neighborhood Watch and Foot Patrol</li> <li>• Maintains ongoing communication network by sharing public safety information with individuals and organizations</li> </ul>
		Stefanie Adams-CNN	<ul style="list-style-type: none"> <li>• Responds to requests from community and enforcement partners to address crime and nuisance activity throughout the Beaumont-Wilshire, Cully, Sumner, Sunderland, Bridgeton, East Columbia, Hayden Island Neighborhoods</li> <li>• Participates in pro-active projects with various partners to reduce crime such as: car prowling and burglary prevention missions, community-based livability missions, and good neighbor/partnership agreements</li> <li>• Coordinates community partnerships with groups such as: Public Safety Forum, Advisory Councils, Precinct Problem-Solving meetings, and other efforts sponsored by community organizations</li> <li>• Provides standard Crime Prevention Program training to community-based organizations for such topics as: Basic CPTED, Problem Solving 101, Time Place and Manner Regulations, Business/Apartment/Neighborhood Watch and Foot Patrol</li> <li>• Maintains ongoing communication network by sharing public safety information with individuals and organizations</li> </ul>
		Mary Tompkins-NE	<ul style="list-style-type: none"> <li>• Serves as the lead on working with children with incarcerated parents and intergenerational poverty</li> <li>• Responds to requests from community and enforcement partners to address crime and nuisance activity throughout the Alameda, Concordia, Grant Park, Irvington, Sullivan's Gulch, Piedmont and Lloyd Neighborhoods</li> <li>• Coordinates community partnerships with the aim of reducing crime and the fear of crime with groups such as: Northeast Community Safety and Livability Committee, Gang Violence Task Force, NE Precinct problem-solving meetings, Lloyd District Public Safety Group, HAP, Youth Provider Network, and other efforts sponsored by local community organizations</li> <li>• Participates in pro-active projects with various partners to reduce crime such as: youth/gang violence missions and establishment of good neighbor/partnership agreements</li> <li>• Provides standard Crime Prevention Program training to community-based organizations for such topics as: Basic CPTED, Problem Solving 101, Time Place and Manner Regulations, Business/Apartment/Neighborhood Watch and Foot Patrol</li> <li>• Maintains ongoing communication network by sharing public safety information with individuals and organizations</li> </ul>

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<i>Crime Prevention Continued</i>		Celeste Carey- NE	<ul style="list-style-type: none"> <li>• Participates in programs that transition individuals who have been incarcerated back into the community</li> <li>• Responds to requests from community and enforcement partners to address crime and nuisance activity throughout the Boise, Eliot, Humboldt, King, Sabin, Vernon, and Woodlawn Neighborhoods</li> <li>• Coordinates crime prevention and community organizing aspects of the IBTF response at the Failing/Garfield Target site</li> <li>• Coordinates community partnerships with the aim of reducing crime and the fear of crime with groups such as: the NE Community Safety and Livability Committee, Gang Violence Task Force, Albina Weed and Seed, HAP Site Manager's Forum, African American Program (NE Re-Entry Program)</li> <li>• Participates in pro-active projects with various partners to reduce crime such as the creation of community foot patrols, facilitating community-policing focus groups, participating in committees to examine the siting of liquor establishments</li> <li>• Provides standard Crime Prevention Program training to community-based organizations for such topics as: Basic CPTED, Problem Solving 101, Time Place and Manner Regulations, Business/Apartment/Neighborhood Watch and Foot Patrol</li> <li>• Takes the lead in providing training and education for such topics as: Responding to Illegal Activity and Preventing ID Theft</li> <li>• Maintains ongoing communication network by sharing public safety information to individuals and organizations</li> </ul>
		Havilah Ferschweiller-North	<ul style="list-style-type: none"> <li>• Serves as the lead in commercial crime prevention</li> <li>• Responsible for the pilot run of the Enhanced Safety Properties program in preparation for citywide implementation</li> <li>• Responds to requests from community and enforcement partners to address crime and nuisance activity throughout the St. Johns, Cathedral Park, Linnton, and Portsmouth Neighborhoods</li> <li>• Coordinates community partnerships with the aim of reducing crime and the fear of crime with groups such as: the North Portland PSAC, the Youth Services Provider Network, and other efforts sponsored by local community organizations</li> <li>• Participates in pro-active projects with various partners to reduce crime such as: car prowling and burglary prevention missions, community-based livability missions, and the establishment of good neighbor/partnership agreements</li> <li>• Provides standard Crime Prevention Program training to community-based organizations for such topics as: Basic CPTED, Problem Solving 101, Time Place and Manner Regulations, Business/Apartment/Neighborhood Watch and Foot Patrol</li> <li>• Maintains ongoing communication network by sharing public safety information to individuals and organizations</li> </ul>
		La Shanda Hurst - North	<ul style="list-style-type: none"> <li>• Responds to requests from community and enforcement partners to address crime and nuisance activity throughout the Arbor Lodge, Kenton, Overlook and University Park Neighborhoods.</li> <li>• Participates in pro-active projects with various partners to reduce crime such as: car prowling and burglary prevention missions, community-based livability missions, and good neighbor/partnership agreements</li> <li>• Coordinates community partnerships with groups such as: Public Safety Forum, Advisory Councils, Precinct Problem-Solving meetings, and other efforts sponsored by community organizations</li> <li>• Provides standard Crime Prevention Program training to community-based organizations for such topics as: Basic CPTED, Problem Solving 101, Time Place and Manner Regulations, Business/Apartment/Neighborhood Watch and Foot Patrol</li> <li>• Maintains ongoing communication network by sharing public safety information with individuals and organizations</li> </ul>



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<i>Crime Prevention Continued</i>		William Warren-NW	<ul style="list-style-type: none"> <li>• Serves as the lead in addressing person crimes and faith-based communities</li> <li>• Responds to requests from community and enforcement partners to address crime and nuisance activity throughout the Arlington Heights, Forest Park, Goose hollow, Hillside, Northwest District, Northwest Industrial, Pearl, Sylvan-Hylands, Northwest Heights Neighborhoods</li> <li>• Coordinates community partnerships with the aim of reducing crime and the fear of crime with groups such as: Central Precinct Problem-Solving meetings, and other efforts sponsored by community organizations</li> <li>• Participates in pro-active projects with various partners to reduce crime such as: participating in car prowl or residential burglary prevention missions, creates and facilitates community needs forums, and establishes crime prevention subcommittees/work groups for neighborhoods</li> <li>• Provides standard Crime Prevention Program training to community-based organizations for such topics as: Basic CPTED, Problem Solving 101, Time Place and Manner Regulations, Business/Apartment/Neighborhood Watch and Foot Patrol</li> <li>• Takes the lead in providing training and education programs for such topics as: Personal Safety, Commercial Crime Prevention, and Property Management &amp; Crime</li> <li>• Maintains ongoing communication network by sharing public safety information to individuals and organizations</li> </ul>
		Walter Garcia-Downtown	<ul style="list-style-type: none"> <li>• Serves as lead in crime prevention for bars and nightclubs</li> <li>• Responds to requests from community and enforcement partners to address crime and nuisance activity throughout the Downtown and Old-Town Chinatown Neighborhoods</li> <li>• Coordinates community partnerships with the aim of reducing crime and the fear of crime with groups such as: Downtown PSAC, Entertainment District, Central Precinct Problem-Solving Team, and the Downtown Security Network</li> <li>• Participates in pro-active projects with various partners to reduce crime such as participation in the downtown security camera cataloging project, car prowl prevention missions, partnerships agencies to promote Business Watch</li> <li>• Provides standard Crime Prevention Program training to community-based organizations for such topics as: Basic CPTED, Problem Solving 101, Time Place and Manner Regulations, Business/Apartment/Neighborhood Watch and Foot Patrol</li> <li>• Takes the lead in providing training and education programs for such topics as: Preventing Fraud/ID Theft and the implementation of Commercial Crime Prevention strategies</li> <li>• Maintains ongoing communication network by sharing public safety information to individuals and organizations</li> </ul>
		Michael Boyer –SW	<ul style="list-style-type: none"> <li>• Serves as the lead on addressing liquor related issues.</li> <li>• Responds to requests from community and enforcement partners to address crime and nuisance activity throughout the Arnold Creek, Ashcreek, Bridlemile, Hayhurst, Homestead, SWHRL, Healy Heights, South Portland, Collins View, South Burlingame, Marshall Park, Crestwood, Multnomah, Hillside, West Portland Park, Maplewood, Far Southwest, and Markham Neighborhoods</li> <li>• Coordinates community partnerships with the aim of reducing crime and the fear of crime with groups such as: the Southwest PSAC, Central Precinct Problem-Solving meetings, and other efforts sponsored by community organizations</li> <li>• Participates in pro-active projects with various partners to reduce crime such as: participating in car prowl or residential burglary prevention missions, creates and facilitates community needs forums, and establishes crime prevention subcommittees/work groups for neighborhoods</li> <li>• Provides standard Crime Prevention Program training to community-based organizations for such topics as: Basic CPTED, Problem Solving 101, Time Place and Manner Regulations, Business/Apartment/Neighborhood Watch and Foot Patrol</li> <li>• Maintains ongoing communication network by sharing public safety information to individuals and organizations</li> </ul>

**Office of Neighborhood Involvement  
Staffing and Organizational Overview- October 3, 2007**

Center	Program	Position	Description
<b>Neighborhood Livability Services</b>  (3.6 FTE)	Liquor Licensing Notification	Kimberly Mark-Villela-Program Specialist	<ul style="list-style-type: none"> <li>• Oversees the implementation of Time, Place, and Manner regulations for establishments that sell or serve alcohol and assists in coordinating case management functions for TPM related complaints</li> <li>• Processes liquor license applications; notifying neighbors, businesses, and community based organizations which may be impacted by a new license or changes to an existing license</li> <li>• Participates in local recommendation provided to the OLCC; summarizing community feedback</li> <li>• Processes and ensures compliance on all liquor license renewals</li> <li>• Provides education &amp; training to neighborhood organizations to address problem-liquor establishments</li> <li>• Works with communities to develop prevention strategies through use of good neighbor agreements and other tools</li> <li>• Provides technical assistance to neighbors and community-based organizations who may wish to testify before the OLCC</li> <li>• Facilitates ongoing problem solving amongst ONI Crime Prevention, OLCC, Police, Noise, and others</li> </ul>
	Graffiti Abatement	Marcia Dennis-Program Specialist	<ul style="list-style-type: none"> <li>• Oversees the enforcement of the Graffiti Property Maintenance Code 14B.080; which includes notifying property owners, offering removal assistance, receiving permission forms, serving administrative warrants, and recovering costs for removal</li> <li>• Promotes community stewardship through the coordination of volunteer graffiti removal efforts</li> <li>▪ Shares information with agency partners through the Graffiti Abatement Task force to develop a regional strategy of enforcement and prevention</li> <li>• Manages graffiti abatement contracts; ensuring that graffiti is removed in a timely manner and meets expectations of the community</li> <li>• Provides training on reporting and removal methods for neighborhood and community-based organizations</li> <li>• Works with schools to develop prevention strategies for youth; utilizing the school police resource officers</li> <li>• Oversees the enforcement of the Graffiti Materials and Sales Code 14B.085, in coordination with Crime Prevention Coordinators and Police Bureau.</li> </ul>
	Business Support	Chris Hartye – Neigh Programs Coordinator	<ul style="list-style-type: none"> <li>• Focused technical and organization support to targeted business district associations (strategic planning, branding/marketing, event coordination, recruitment, grant writing, project implementation, engaging in organizational problem solving, training and capacity building activities, facilitating communication between BDA's and neighborhood associations, information and referral, etc)</li> <li>• Outreach to community business organizations, stakeholders and resources including information and referral and resources for historically underrepresented business organizations (small/ethnic chambers of commerce, associations of independent, locally-owned businesses and various business service providers).</li> <li>• Serves as the ONI representative and liaison to the Small Business Advisory Council (SBAC) and Alliance of Portland Neighborhood Business Associations (APNBA).</li> <li>• Assistance with business-neighborhood livability issues, engaging in problem-solving and conflict resolution on complex issues (such as with Alberta Street Last Thursday events).</li> <li>• Represents business community interests and facilitates business community participation in neighborhood related forums such as the Livability Task Force.</li> </ul>

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Center	Program	Position	Description
	Admin Support	Theresa Marchetti – Admin Support (.6 FTE)	<ul style="list-style-type: none"> <li>• Receiving, logging, and data entry into database and spreadsheets of new liquor applications, renewals and temporary sales licenses</li> <li>• Preparation of liquor notices, compilation of mailing addresses, and stuffing/ mailing notices to neighbors and key contacts.</li> <li>• Receiving applications and payment at the front counter</li> <li>• Assist with online graffiti reports using Portland Online Trackit database including tracking status of outstanding requests, attaching photos to reports, responding to questions</li> <li>• Backup support to phone calls or walk in customers for information and referral regarding liquor or graffiti issues in Program Specialists absence</li> <li>• Mailing abatement notices, tracking responses</li> <li>• Recording minutes during meetings</li> <li>• Saving, re-sizing, scanning, and transcribing photos from Clean &amp; Safe, Maintenance Bureau (polaroids) and creating database entries from same</li> <li>• Assisting with volunteer projects</li> <li>• Sorting paperwork and filing</li> </ul>
<b>Information &amp; Referral</b>  (6.0 FTE)	Information and Referral Program	John Dutt-Admin Supervisor	<ul style="list-style-type: none"> <li>• Responsible for program oversight including personnel, assisting with difficult callers, managing the budget, representing the program in various capacities and other general management functions to ensure smooth operation of the program in it's effort to increase ease of access to community members to government services and agencies</li> <li>• Position is expected to answer phone calls to the 823-4000 line roughly 50% of the time</li> <li>• Serves as the Webmaster for the Office of Neighborhood Involvement, and rovides other administrative support functions for the bureau</li> <li>• Represents the bureau on citywide committees such as the Emergency Management Committee and the eVolvment Project Steering Committee, and the Citywide Customer Service Advisory Committee</li> <li>• Chairperson for the ONI Safety Committee and a member of the bureau's Labor Management Committee</li> </ul>
		Susan Barr	<ul style="list-style-type: none"> <li>• Primary duty is to respond to inquiries from the community regarding any and all local government services and agencies. We receive roughly 14000 calls each month and about 3000 walk-in inquiries and several hundred email inquiries. An I&amp;R Specialist will respond to roughly 2500 calls each month on average</li> </ul>
		David Muir-	
		Nicole Murphy-Garcia	<ul style="list-style-type: none"> <li>• Staffs the front desk at the Portland Building, with responsibility to assist walk-in customers and respond to incoming emails to the main city in-box, and assist with incoming calls to the 823-4000</li> </ul>
		Teresa Solano-	<ul style="list-style-type: none"> <li>• Maintains Services and Employees Database, which contains approximately 1200 records of local municipal and social services and our Employee Database consists of over 10000 employee records. This data changes daily and each specialist is responsible for keeping in contact with key bureau liaisons</li> </ul>
Vacant	<ul style="list-style-type: none"> <li>• Serves a key administrative support role to the bureau as a whole. Some examples of these ONI support functions include: ordering office supplies, responding to ONI emails, posting content to the ONI Website, sending out Neighborhood News Notices, distributing mail, serving as the bureau liaison to BGS, Telecomm and Technology Services, preparing a monthly bureau newsletter and other administrative duties that arise</li> </ul>		