

NEWS Release

BUREAU OF LAND MANAGEMENT

28910 Hwy 20 West • Hines, Oregon 97738 • <http://www.blm.gov/or/districts/burns>
Contact: Tara Martinak (541) 573-4400 • Release No. OR-020-11-02 • January 24, 2011

RECORDER NEEDED FOR STEENS ADVISORY COUNCIL

HINES, Ore. – The U.S. Bureau of Land Management, Burns District, is looking for an interested individual to fill the recorder position for the Steens Mountain Advisory Council (SMAC).

The person selected for this position must attend meetings where technical and administrative information is being discussed; follow the proceedings of the meeting and capture all information discussed in computerized notes; edit the notes after the meeting, and send them to the SMAC Coordinator at the BLM office for edit, review and approval.

The recorder role is limited to one person, who shall meet the following minimum requirements:

- Sit for long periods of time and maintain attention to proceedings in meetings lasting as long as eight hours;
- Distill a high volume of technical information into concise, accurate notes;
- Possess excellent computer skills, including the ability to operate a provided laptop and use Microsoft Office, Word Excel, and Microsoft PowerPoint;
- Be able and willing to become familiar with the relevant details of an unfamiliar organization, including learning acronyms and technical terms specific to the organization;
- Have a flexible schedule, with personal transportation and the ability to attend one to five 2-day meetings per year at locations within Oregon, mostly in the Burns/Hines area; and
- Exhibit professional communication skills, appearance and behavior;

Those interested should electronically submit a cost estimate for recording services for one year, with a resume and other supporting documents no later than February 1, 2011 to: **Christi West, SMAC Coordinator, at Christi_West@blm.gov.**

The position will be filled prior to the February 17-18, 2011 SMAC meeting. Previous meeting minutes for the SMAC should be reviewed prior to applying. These can be found online at:

<http://www.blm.gov/or/rac/steensac.php>

For more information on the SMAC recorder position, please contact Tara Martinak at (541) 573-4519.

The BLM manages more land – 245 million surface acres – than any other Federal agency. This land, known as the National System of Public Lands, is primarily located in 12 Western States, including Alaska. The Bureau, with a budget of about \$1 billion, also administers 700 million acres of sub-surface mineral estate throughout the nation. The BLM's multiple-use mission is to sustain the health and productivity of the public lands for the use and enjoyment of present and future generations. The Bureau accomplishes this by managing such activities as outdoor recreation, livestock grazing, mineral development, and energy production, and by conserving natural, historical, cultural, and other resources on public lands.

Come join the Oregon/Washington BLM on Facebook, Twitter, YouTube, and Flickr for the latest on outdoor opportunities, videos of your public lands, spectacular photos, and a whole lot more!

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