

City of Portland Spectator Facilities Community Service Aide II

This is a temporary part time position in the Office of Management & Finance (OMF). The position works under supervision of the Spectator Facilities and Development Manager (SF&DM) to assist in implementing two time sensitive projects. The work requires good oral and written communication skills, the ability to quickly establish and maintain good working relationships, the ability to coordinate work products being developed from multiple sources, good time management and organization skills, and proficiency in the Microsoft Office suite at the general user level, with advanced user capability in Word being preferred.

Primary work tasks:

Veterans Memorial Coliseum Renovation & Assessment

This 10 month long effort is geared toward developing information to assist the City Council in making critical decisions about the future of the Veterans Memorial Coliseum. This position will work primarily on one aspect that entails multi-party discussions about a potential renovation project for the facility. Specific duties will include:

- Provide process support for the Veterans Memorial Coliseum renovation discussions, including organizing and attending meetings, document management and similar tasks.
- Assist the SF&DM to write, coordinate and produce various work products.

Citywide Systems Plan – Civic Assets Chapter

The Citywide Systems Plan (CSP) is a component of the City's Comprehensive Plan, which is currently being updated. The CSP is a 20-year plan addressing the infrastructure needs of the City including water, sanitary sewer, stormwater management, transportation, parks and civic assets. Over the next 6 months, the Office of Management and Finance will develop the "Civic Assets" chapter of the CSP which includes police, fire and rescue, spectator facilities, office buildings, and technology. Specific duties will include:

- Assist SF&DM and other stakeholders to establish a working group and project work plan/charter.
- Provide process support and communications for a work group composed of staff from several City Bureaus and OMF Divisions. Coordinate, organize and track contributions of material and data from work group members.
- Assist with writing, editing and producing the Civic Assets chapter of the CSP.

Time permitting, additional support and assistance tasks will be assigned such as assisting the SF&DM in establishing an OMF Asset Management Cross Functional Team, archiving records, organizing electronic files and other similar tasks.

The position is expected last approximately nine months at 15-30 hours per week. The pay range is \$12.49 - \$21.76/hour, depending on qualifications. The position does not include benefits.

To apply, provide a resume and cover letter (Word or PDF) describing how your education, work experience and skills prepare you to meet the job requirements. Send your application to the email address below. Please limit your submission to a total of 2 pages. Applications will be accepted until the position is filled; the first review of applications will occur on Aug 6, 2013.

For more information:

Susan G. Hartnett, Spectator Facilities and Development Manager
503-823-6958

Susan.Hartnett@portlandoregon.gov