



The Office of Finance & Management Bureau of Internal Business Services

The City of Portland Facilities Department is looking for a temporary part-time Community Service Aid to help upgrade our construction drawing and filing system.

Duties and responsibilities:

1. Indexes, files, and compiles drawings from various sources.
2. Collects, summarizes, and collates source documents, and other records according to established procedures.
3. Provides administrative, logistical, and technical support to project management staff by organizing and coordinating: records, files and data.
4. Assists administration of filing standards.
5. Light cleaning.
6. Runs miscellaneous errands across town (no vehicle or license required).
7. Working with PDFs and other basic office administrative tasks.

Requirements for the position:

- Good organizational skills
- Managing files and folders in Windows 7
- Can lift 25 lbs or heavy sets of drawings
- Excel, Word, and Outlook Experience
- Preferred basic ability to read architectural and engineering drawings

This is a part-time position for approximately 20 hours a week at \$16/hr for approximately 6-8 weeks. Specific hours are negotiable.

Looking to hire ASAP, please send resume and cover letter to Michael.Riscica@PortlandOregon.gov. No calls please.