

Policy Director opening in the Office of Commissioner Nick Fish

The Office of Commissioner Nick Fish is seeking interested applicants for a Policy Director position in the office. The Policy Director will serve as the Commissioner's liaison to the Portland Housing Bureau and perform a variety of other duties.

Position description and qualifications

The Commissioner's Staff Representative classification is exempt from civil service and is an at-will position.

As a Policy Director, the incumbent will:

- Serve as the principal bureau liaison for the Commissioner's office to the Portland Housing Bureau, providing guidance to the Bureau Director, managers and staff about policy and program direction on behalf of the Commissioner, including:
 - Meeting regularly with the Bureau Director, managers and staff;
 - Briefing the Commissioner on Bureau operations and programs;
 - Providing guidance to Bureau staff on the Commissioner's initiatives and policy direction; and
 - Researching and responding to citizen inquiries and complaints;
- Serve as liaison to a selection of non-portfolio bureaus and/or agencies;
- Lead specific initiatives, programs and projects on behalf of the Commissioner;
- Serve as liaison to community organizations and stakeholder groups, preparing the Commissioner for events and representing him and his office at public meetings;
- Serve as the Commissioner's representative for select City-wide issues; and
- Perform other duties as assigned

Successful candidates must:

- Have strong written and verbal communication skills, with the ability to prepare clear, concise presentations, reports, and correspondence.
- Be able to exercise independent judgment and political acumen.
- Be able to establish and maintain strong working relationships with a variety of stakeholders, constituents, elected officials, employees, and the general public.
- Be able to perform analyses and research on a wide range of complex subjects, present alternatives for consideration, and develop sound recommendations.
- Be able to understand, interpret, explain and apply policies and regulations applicable to areas of responsibility.
- Be able to adapt to changing situations, maintaining flexibility and responsiveness in a high profile City Hall office.
- Be able to exercise discretion and maintain sensitive and confidential information.

Compensation

\$50,000-65,000 annual salary (dependent on experience); excellent benefits package.

How to apply

Interested persons should **send a cover letter and résumé** to the Commissioner's Chief of Staff, Betsy Ames.

Applications must be **received by 5:00 pm, Monday, December 5** and should include a description of the applicant's relevant experience, why they are interested in the position, and why they would be a good fit for the job. Your résumé and cover letter should be no more than a total of four (4) pages.

Email to:

Betsy.Ames@portlandoregon.gov
(Word or pdf attachments are fine)

Hard copy to:

Betsy Ames, Chief of Staff
Office of Commissioner Nick Fish
1221 SW 4th Avenue, Suite 240
Portland, OR 97204