



CITY OF
PORTLAND, OREGON

GOVERNMENT RELATIONS

Elizabeth Edwards, Interim Director
1221 S.W. Fourth Ave., Room 410
Portland, OR 97204
(503) 823-4130
Fax: (503) 823-3014

Salem Office Assistant
Office of Government Relations, City of Portland
(position based in Salem, OR)

Compensation: \$22.24/hour plus benefits

The Position

The Salem Office Assistant is a temporary, full-time position that reports directly to the State Government Relations Manager and supports the Office of Government Relations during the 2018 state legislative session (position duration approximately two months during late-January thru mid-March). Major duties of the position involve administering an online database and offering intensive technical assistance for City staff to track state legislation; providing clerical, administrative and general office support to Government Relations staff; monitoring legislative hearings and drafting succinct summaries; preparing documents and proofreading materials for accuracy and completeness; assisting with scheduling and confirming meetings; ordering supplies; and maintaining and troubleshooting office equipment.

To Qualify Applicants Must Possess:

- Knowledge of and experience in office administrative practices and procedures, including record-keeping, filing, scheduling, and purchasing practices and procedures
- Advanced skill and experience using computer equipment and applications including word processing, spreadsheet, database and other software, as well as Microsoft Office; experience with BillTracker preferred
- Experience providing excellent customer support
- Familiarity or experience with the state legislative process
- Knowledge of principles and practices of sound business communications, including spelling, grammar and punctuation; experience taking detailed meeting notes
- Ability to work productively in a fast-paced environment
- Knowledge of the City of Portland, including services provided by the City and its governmental structure
- Ability to use a high degree of tact, discretion, confidentiality and diplomacy in dealing with sensitive situations and information; protocol and process for interacting with elected officials and staff
- Bachelor's degree required.
- Valid Oregon driver's license required.

About the Office of Government Relations:

The mission of the Office of Government Relations is to advance the City of Portland's legislative and intergovernmental policy objectives. The Office provides effective representation, strategic advice, and quality service to the City Council and all city bureaus. The work of OGR is politically sensitive, diverse and complex. OGR staff work together collaboratively to meet the needs of our clients in a fast-paced environment, ensuring that the interests of the City are advanced.

The Recruitment Process:

An evaluation of each applicant's training and experience, as demonstrated in their cover letter and resume, weighed at 100%. Additional evaluation may be required prior to final selection.

Interested applicants should send a cover letter, resume, and three references to:

**Daniel Eisenbeis, Interim State Government Relations Manager
City of Portland Office of Government Relations
1221 SW 4th, Room 410
Portland, OR 97204**

Applications must be received by 9:00am on January 16th, 2018. Applications will be accepted by mail, in-person delivery, or by email. If you have questions, please contact Susan Dietz at 503-823-4130 or Susan.Dietz@portlandoregon.gov. Emailed applications can be sent to: Susan.Dietz@portlandoregon.gov with the subject heading: Salem Office Assistant Application.

Other Information

This position is exempt from Civil Service and is an "At Will" position. It serves at the discretion of the hiring authority, subject to City of Portland Human Resources Administrative Rules and Portland City Charter and Code.

Veteran's Preference: If you are requesting Veteran's Preference, please identify yourself as a veteran and attach a copy of your DD214/DD215 and/or Veteran's Administration letter stating your disability to your profile. You must request Veteran's Preference and include a copy of your documentation for each recruitment. Veteran's Preference documentation must be submitted no later than 4:00 PM of the closing date of this recruitment.

Non-citizen applicants must be authorized to work in the United States at time of application.

Equal Opportunity: It is the policy of the City of Portland that no person shall be discriminated against based on race, religion, color, sex, marital status, family status, national origin, age, mental or physical disability, protected veteran status, sexual orientation, gender identity or source of income. The City values diversity and encourages everyone who is interested in employment with the City to apply. If you wish to identify yourself as an individual with a disability under the Americans with Disabilities Act of 1990 and will be requesting accommodation, the requests must be made Susan Dietz at 503-823-4130 or e-mail Susan.Dietz@portlandoregon.gov no later than the closing date of this recruitment.

Position Classification: Commissioner's Administrative Support Specialist