



CITY OF
PORTLAND, OREGON

GOVERNMENT RELATIONS

Elizabeth Edwards, Director
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State Lobbyist
Office of Government Relations
City of Portland, OR

Annual Salary: DOE

THE POSITION

The State Lobbyist works in the Office of Government Relations and reports directly to the State Government Relations Manager. The State Lobbyist develops, vets, and advocates for legislative policies and priorities on behalf of the City of Portland on a wide array of assigned issue areas. The portfolio assigned to this position will likely include: public safety, human resources, cannabis and liquor, contracting and procurement, health care, and other issues. The State Lobbyist establishes and maintains effective working relationships with members of the Oregon Legislature, state agencies, private and public-sector partners, City Council members and City staff; and provides direct intergovernmental assistance to assigned bureaus and members of City Council. The Lobbyist also assists in the preparation of legislative agendas, reports, and other written materials.

TO QUALIFY:

Applicants must specifically address and demonstrate in their cover letter and resume how their education, training and/or experience meets each of the following qualifications:

- Experience with state government and the state legislative process.
- Knowledge of the City of Portland, services provided by the City, its governmental structure, and protocol and process for relating to elected officials and staff.
- Capacity to read, analyze, and interpret legislation, statutes, and complex legal documents.
- Ability to understand, communicate and promote complex and abstract concepts verbally and in writing.
- Ability to propose and execute solutions to problems, negotiate and persuade, make independent decisions, exercise sound judgment, and navigate sensitive political environments.
- Ability to cultivate and preserve effective relationships with elected officials, state and local government staff, and legislative stakeholders.
- Bachelor's degree required; graduate degree in public administration, public policy, law or related field preferred. Three years of experience in policy analysis, public administration, or public affairs required. Five years of experience preferred.
- Valid Oregon driver's license required.

ABOUT THE OFFICE OF GOVERNMENT RELATIONS:

The Office of Government Relations (OGR) advances 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.

BENEFITS:

The City of Portland offers a comprehensive benefits package, including:

- Medical, vision, and dental insurance coverage;
- Flexible spending accounts for medical expense reimbursement and dependent child assistance;
- Life insurance;
- Long-term disability insurance;
- Paid vacation;
- Paid sick leave;
- Paid parental leave;
- Ten observed paid holidays and three personal holidays each calendar year;
- Retirement benefits (Oregon Public Employees Retirement Plan);
- Deferred compensation;
- Incentives for transit, carpool, vanpool, bike, and walk commuters;
- Wellness programs.

THE RECRUITMENT PROCESS:

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

Interested applicants should send a cover letter, resume, writing sample (1-3 pages) and three references to:

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

Applications must be received by 12:00 pm on May 29, 2018. Applications will be accepted by mail, in-person delivery or by e-mail.

E-mail applications can be sent to: susan.dietz@portlandoregon.gov with the subject heading: Lobbyist Application.

ADDITIONAL 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 application. **Please describe in your cover letter any transferrable skills obtained during your military service and how they relate to each of the required minimum qualifications under the "To Qualify" section above.** 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 503-823-3010 or susan.dietz@portlandoregon.gov no later than the closing date of this announcement.

Position Classification: Government Relations Lobbyist

Questions? Please contact Susan Dietz at 503-823-3010 or susan.dietz@portlandoregon.gov.