CITY OF

PORTLAND, OREGON

GOVERNMENT RELATIONS

Martha Pellegrino, Director
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OFFICE ASSISTANT
OFFICE OF GOVERNMENT RELATIONS
CITY OF PORTLAND, OREGON
Competitive Compensation Package DOE

The City of Portland seeks a temporary, full-time self-starting team player to join the Office of Government Relations for the 2013 State Legislative Session (January-July). Government Relations is responsible for developing and achieving the federal, state and intergovernmental objectives of the City of Portland. The position will be based in Salem, Oregon.

Major Responsibilities:

This position works under the supervision of the State Government Relations Manager. The position will:

- Provide clerical, administrative and general office support to Government Relations staff
- Administer an online database and provide intensive technical assistance for City staff to track state legislation
- Compose correspondence and notes, prepare documents and make arrangements from brief instructions; proofread materials for accuracy and completeness
- Maintain calendars, coordinate, arrange and confirm meetings; arrange for meeting setup and refreshments; coordinate special events
- Receive and screen appointments and telephone calls; receive, review and dispense mail
- Order supplies; maintain and troubleshoot office equipment
- Assist in monitoring legislative hearings

Knowledge, Education, Experience

- Office administrative practices and procedures, including record-keeping, filing, scheduling, and purchasing practices and procedures
- Principles and practices of sound business communication, including spelling grammar and punctuation
- Computer equipment and advanced uses of word processing, spreadsheet, database and other software, including Microsoft Office and BillTrackOR
- Principles and practices of customer support

- Experience taking detailed meeting notes and minutes
- Familiarity or experience with the state legislative process
- Knowledge of the City of Portland, services provided by the City and its governmental structure, and protocol and process for relating to elected officials and staff
- Ability to work productively in a fast-paced environment
- Ability to use a high degree of tact, discretion and diplomacy in dealing with sensitive situations and information
- Valid driver's license required

How to apply:

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

Office Assistant
Office of Government Relations
1221 SW 4th, Room 410
Portland, OR 97204

If you have questions please contact Lesley Kelley at 503-823-4130 or e-mail lesley.kelley@portlandoregon.gov.

Applications must be received by 4:30 pm on November 21, 2012. No applications via fax or email will be accepted.

Other Information

This is a temporary "at-will" position, and not a Civil Service classified position.

Equal Opportunity: Minorities, women, and qualified individuals with disabilities are encouraged to apply.