

**Revenue Bureau (OMF)
Administrative Assistant
Pay Range \$44,533 – \$68,619**

The Revenue Bureau is seeking to immediately hire a temporary administrative assistant. The incumbent in the position is expected to resign effective January, 2010 and training for a replacement must commence immediately. Assuming the resignation occurs as expected the temporary employee who attains the position may be eligible to apply for the permanent position.

This key administrative position provides direct support to division managers and the bureau director. Primary duties include payroll, personnel actions, procurement cards, filing, HR support, website maintenance, supply purchasing, facilities coordination, workspace reconfigurations (furniture, phone, PCs, electrical, etc.), contracts, ordinance copying and routing, sustainability coordination, FMLA and OFLA coordination and the bureau newsletter. A full description of the job can be found on [BHR's web site](#).

The ideal candidate will have a mix of skills including excellent verbal and written communications, problem solving and intermediate knowledge of Microsoft Office programs like Word, Excel and PowerPoint. Knowledge of SAP is also desirable but not required.

If you are interested in this opportunity, please submit a resume (2 pages or less) and cover letter (1 page or less) detailing your qualifications and interest in the position. Resumes and cover letters should address the desired skills identified above. The resume and cover letter should be sent to:

Thomas W. Lannom
Operations Division Manager
City of Portland Revenue Bureau
111 SW Columbia St.
Suite 600
Portland, Oregon 97201
tlannom@ci.portland.or.us

Submissions by e-mail are strongly encouraged. The deadline for submissions is 5:00 PM, Thursday, November 5, 2009. Interviews are expected to occur early the following week with a start date of November 16, 2009 or sooner if possible. Please contact Thomas Lannom if you have questions about this position.