

MULTNOMAH COUNTY
invites applications for:

Constituent Relations and Policy Liaison
Office of Commissioner Sharon Meieran, Multnomah County District 1

Submit Resume & Cover Letter to jenny.omeara@multco.us

Open Date:	May 10, 2018
Close Date:	May 24, 2018
Salary:	\$42,000 - \$52,000
Job Type:	Full-Time Regular
Location:	Southeast Portland, Oregon
Department:	Office of Commissioner Sharon Meieran, Multnomah County District 1

OVERVIEW:

Are you a creative self starter, skilled multi tasking, who thrives in a fast paced and collaborative environment?

The Office of Commissioner Sharon Meieran, who represents Multnomah County District 1, seeks candidates for the **Constituent Relations and Policy Liaison** position. In this role, you'll leverage your people-focused approach and your detailed-oriented administrative background to support your passion for public service. We represent and serve diverse constituents and are looking for someone who can bring their personal and professional experience to the position. Key responsibilities in this role include:

Scheduling, Constituent Relations, and Office Administration:

- Managing the Commissioner's schedule, including receiving, tracking, and responding to scheduling requests.
- Prioritizing, drafting, and responding to correspondence and requests from the public via email, phone, or in person.
- Managing the ordering, purchasing, billing, travel, reimbursement, and invoice payments for the office.

Communications:

- Supporting the Commissioner's communication needs, including social media presence (Facebook, Twitter), preparing newsletters, and coordinating responses to media inquiries.
- Maintaining the Commissioner's [multco.us website](http://multco.us) and e-mail list

Event Staffing:

- Staffing the Commissioner at public events, including managing logistics, helping navigate key individual contacts, taking photographs, and other responsibilities.

Policy:

- As time allows, serving as the lead staff person on a small portfolio of policy issues; staffing meetings as appropriate.

Ideal Candidate Profile:

- **Customer- and People-Focused** – You love working with people and are committed to public service. You're able to establish and maintain cooperative working relationships with people from diverse backgrounds, including internal and external senior leadership, as well as residents throughout Multnomah County.
- **Communication and Problem Solving** – You have excellent verbal and written skills and are able to interact with others with diplomacy and tact.
- **Organized** - You know how to multitask, prioritize, and get things done with frequent interruptions. You're able to navigate complex administrative systems with ease and minimal direction. You have project management skills and can prioritize and ensure important things get done in a timely manner.
- **Excellent Technology Skills** - You also have a high level of technological proficiency and are able to navigate new systems with ease. You're proficient in Microsoft Office (Word, Excel) and Google Applications (Docs, Forms, Sheets), and ideally are familiar with content management and database systems.
- **Problem Solving** - You are able to identify problems, take a solution-oriented approach, and put into action creative new strategies for success.

About Commissioner Sharon Meieran

Commissioner Meieran is an emergency room doctor who was elected to represent District 1 on the Multnomah County Commission in 2016. She was sworn into office on January 3, 2017. Her priorities include improving our mental health care system, addressing the housing and homelessness crisis, and implementing strong public health policies. We encourage you to learn more about Commissioner Meieran by viewing her [full biography](#) and read more about [her priorities](#).

About District 1

Multnomah County District 1 includes all of northwest and southwest Portland as well as all of unincorporated Multnomah County west of the Willamette River and on Sauvie Island. The district also includes parts of East Portland bounded to the east by Cesar E. Chavez Blvd and the North by I-84.

Diversity and Inclusion: At Multnomah County, we don't just accept difference; we value it and support it to create a culture of dignity and respect for our employees. We are proud to be an Equal Opportunity Employer.

TO QUALIFY:

We will consider any combination of relevant work experience, volunteering, education, and transferable skills as qualifying unless an item or section is labeled required. Please be clear and specific about how your background is relevant. For details about how we typically screen applications, review our overview of [the selection process](#) page.

Minimum Qualifications/ Transferable Skills:*

- A Bachelor's Degree - in lieu of a degree, will we consider equivalent years of related experience

- Two years of administrative experience
- Customer service experience that includes in-person and phone/email interaction

Preferred Qualifications

- Experience in social media communication and maintaining website content and information resources.
- Experience using, building, and maintaining Google forms and Google sheets to organize workflow.
- Experience with supporting an elected official or senior level executive, including drafting email correspondence on their behalf.
- Interest or experience in public policy
- Proficiency in a second language

SCREENING AND EVALUATION:

To be considered for this position, email your cover letter and resume to Jenny O’Meara, HR Analyst 2 / Recruiter, at jenny.omeara@multco.us by 11:59pm on Thursday, May 24th, 2018.

The application packet consists of the following:

1. **A resume** that includes all related experience (paid or unpaid) and training to clearly demonstrate how you meet the minimum/preferred qualifications. Attach the document in a PDF format.
2. **A cover letter** that expands on your resume on how your past experience supports your candidacy for the position. Additionally, please answer the questions below in your cover letter. Attach the document in a PDF format.
 - a. Why are you interested in the Constituent Relations and Policy Liaison role and how does it align with your career goals?
 - b. Describe the ways that your personal and professional experience supports your interest in and qualification for this role.

Keep in mind we may use your responses as a screening tool, without reviewing the remainder of your application or attachments. The quality and strength of your answers may determine if you move forward in the process. Respond to each question completely and concisely. Refer to your relevant experience (paid or unpaid) and training.

The Selection Process:

We expect to evaluate candidates as follows:

1. **Application Review:** We will review the education and work experience sections of the applications to identify the candidates who meet the minimum qualifications as stated in this announcement. We may conduct a more thorough review of all remaining applications to identify the most qualified candidates.
2. **Phone Screen**
3. **Panel Interview**
4. **Background Check and Reference Checks:** All finalists must pass a thorough background and reference check.

Veterans' Preference: Under Oregon Law, qualifying veterans may apply for veterans' preference for this recruitment. Review our [veterans' preference](#) page for details about eligibility and how to apply. The recruiter as listed on the job announcement must receive all required documentation by the closing date of the recruitment.

Accommodation under the Americans with Disabilities Act: We gladly provide reasonable accommodation to anyone whose specific disability prevents them from completing an application or participating in this recruitment process. Please contact the recruiter below in advance to request assistance. Individuals with hearing or speech impairments may contact the recruiter through the Telecommunications Relay Service by dialing 711.

Note: Application information may be used throughout the entire selection process. This process is subject to change without notice.

ADDITIONAL INFORMATION:

About Multnomah County

Multnomah County provides essential services to the nearly 250,000 community members who don't earn enough income to meet their basic needs. Services include mental health care, help for seniors and people with disabilities, support for survivors of domestic violence, housing for homeless families, and much more. The County also oversees emergency response coordination, public safety and corrections, river patrol, bridge maintenance, County assets, property assessment and tax collection, animal services, local elections, and infrastructure for unincorporated areas of the County. For more information, see <https://multco.us/>

This Work Matters - watch our videos to learn more.

Type of Position: This position is classified as a Staff Assistant and is an Executive/Unclassified position and serves at the pleasure of the Chair and may be subject to discharge at any time. This salaried executive position is not eligible for overtime.

What We Can Offer You: We offer a comprehensive array of benefits in support of your physical, emotional and financial well-being. A few highlights:

- Health insurance (medical, vision, Rx, and dental).
- Qualify for a defined benefit pension after five years of vesting; we pick up the employee's share of the retirement contribution (6% of subject wages).
- Generous paid leave and the ability to maintain a great work/life balance.
- Life insurance, short-term and long-term disability insurance.
- Option to participate in deferred compensation, flexible spending accounts.
- Occasional telecommuting and flexible work schedules.
- Limited travel, primarily local.
- Access to a free bus pass for the Portland metropolitan area.
- Professional development opportunities.
- Wellness resources.

Questions?

Jenny O'Meara, Recruiter
Department of County Assets
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jenny.omeara@multco.us
Phone: (503) 988-7571

Disclaimer: This announcement is intended as a general descriptive recruitment guide and is

subject to change. It does not constitute either an expressed or implied contract.