

**ODE College to County Mentorship Program
Department of County Assets
Information Technology**

**SEASONAL TEMP POSITION: June through September
SALARY: \$15.00 hr. (20 – 40 hours per week, Monday – Friday)
LOCATION: 501 SE Hawthorne Blvd., Portland, OR 97214**

Department solicitation and Department or Division description:

Information Technology Mission: Multnomah County IT professionals leverage technology to drive innovation, efficiency, and cost-savings, helping government respond effectively to community needs.

Information Technology Vision: Multnomah County IT helps citizens and county employees get the data they need. Any time, any place.

Job Task Description:

This position will support the Planning, Project, and Portfolio Management team within the Information Technology Division of the Department of County Assets. This position will participate on a number of projects. The types of tasks and work assignments may include:

- Setting up testing tools such as TestRail and testing business scenarios
- Determining how to best track software bugs
- Assisting with software testing
- Reviewing Statements of Work for grammar, flow, and general comprehension
- Preparing documents such as notes, action items, follow up materials
- Creating process flow documents, training guides, presentation materials

Knowledge/Skills/Abilities:

- Coursework in Information Technology, Computer Science, Project Management, or Software Development
- Computer savvy
- Ability to prepare written materials using various software tools
-
- Ability to work with other team members
- Ability to communicate with via phone, email or in person
- Ability to both follow directions and work independently
- Familiarity with Google products a plus
- Familiarity with software development concepts a plus
- Ability to treat all staff and customers with dignity and respect

Veterans' Preference: Under Oregon Law, qualifying veterans may apply for veterans' preference for this recruitment. Review our [veterans' preference website](#) for details about eligibility and how to apply

For veterans qualified for Veterans' Preference: If you believe you have skills that would transfer well to this position and/or special qualifications that relate to this position, please list those skills and/or qualifications in the box below. Clearly explain how those skills and/or qualifications apply.

Application Instructions:

Please fill out and submit an application for this position through the form link provided by your program coordinator. The deadline for submitting online application is March 31, 2017.