

**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 April 3, 2018 at 12:00 AM.