

**Oregon State Legislature
Job Description
Deputy Director of Administration**

Classification Title	Deputy Director of Administration		
Job Code:		Job Family:	Management
Pay Grade	13	Date Reviewed:	
FLSA Status	Exempt	Date Revised:	07/2022

GENERAL SUMMARY

The Deputy Director for Administration is responsible for management of committee support staff, officewide publications, and administrative functions of the Legislative Policy and Research Office (LPRO). This position assists the LPRO Director in establishing and maintaining procedures to accomplish goals and objectives of LPRO as a deputy with direct administrative responsibilities. The position provides leadership and expertise on legislative rules, custom, and practices related to committee staffing, is a member of the LPRO leadership team, and directly engages with legislative officers to ensure effective and efficient provision of committee services.

REPORTING RELATIONSHIPS AND TEAM WORK

Reports to Director

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

- Manages the office by assigning work, developing work procedures consistent with office policy, establishing work schedules, and monitoring work performed by legislative committee support staff in order to meet agreed-upon goals, objectives and target dates established by LPRO Director and legislative leadership.
- Performs supervisory functions for full-time continuing and session administrative employees, by recruiting, interviewing and hiring of new staff; providing or arranging for training for committee assistants; evaluating assistants' performance (including producing and executing annual performance evaluations); and recommending personnel actions such as promotions, transfers, or disciplinary action to ensure adequate and competent committee staffing.
- Directs the operations and activities of administrative and committee support staff including determining training needs, recommending training programs and providing or overseeing new employees' orientation and staff training on new work procedures or operations. Reviews incoming work, sets priorities to expedite work flow, and reviews progress of work with committee staff to ensure proper deadlines. Develops and implements new procedures and changes in work flow to ensure effective committee staffing during session and interim.
- Performs related duties such as conducting staff meetings, preparing written instructions for work assignments, resolving disputes, and is responsible for attendance, benefits, overtime, and other personnel- or payroll-related items.

- Prepares budget requests for the LPRO Director, projecting resource needs and preparing required documentation for incorporation in the office's budget request. Informs and determines office priorities by evaluating the needs of the committee services and assessing the availability of fiscal and equipment resources needed to support the Legislative Assembly.
- Participates in management, policy, and program planning decisions related to the operation of the office. Represents LPRO as a liaison with other offices in the Legislative Assembly.

As a member of the LPRO leadership team, the responsibilities of this role also include:

- Works with the Director and other Deputy Directors to effectively coordinate committee services staffing including legislative task forces.
- Fosters and encourages professional growth and skill development of committee support staff.
- Identifies and reinforces office goals;
- Empowers staff with support and resources to implement team decisions.

KNOWLEDGE, SKILLS & ABILITIES

Knowledge of:

- Legislative rules, policies, procedures, and processes
- LPRO mission

Skill in:

- Communication and coordination
- Decision making and judgment
- Time Management
- Problem solving
- Consensus building
- Prioritization
- Research techniques
- Editing
- Grammar and syntax
- Summarization
- Scheduling

Ability to:

- Pay attention to detail
- Work independently
- Maintain confidentiality
- Establish and maintain working relationships
- Learn, operate, and train staff on use of computer applications, including:
 - Microsoft suite: Word, Excel, PowerPoint, Teams, Outlook, etc.
 - Proprietary programs used by LPRO:
 - Committee Agenda Scheduling System (CASS)
 - Oregon Legislative Information System (OLIS)
 - Invintus audio/visual recording and archiving system

MINIMUM JOB REQUIREMENTS

Bachelor's degree in Public Administration or related field.

Five (5) years of experience supervising administrative staff.

An equivalent combination of education and experience sufficient to demonstrate ability to perform the duties of the position may be considered

OTHER REQUIREMENTS

None.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Positions in this class have good working conditions relatively free from unpleasant environmental conditions or hazards. Office environment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Sedentary Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.