The House Democratic Office is seeking an Office Manager/Scheduler.

POSITION INFORMATION

The House Democratic Caucus Office provides support services to all House Democratic Caucus members and their legislative staff. Caucus staff summarize legislation, conduct policy research, develop policy proposals, provide media support for Caucus members, provide strategic advice and assist the Democratic Leader in organizing the Caucus and its agenda.

The purpose of this position is to coordinate and facilitate the administrative operations of the House Democratic Caucus Office by planning, organizing, and coordinating, areas such as scheduling, office budget management, administrative services, facilities management, and event planning.

This position must be very aware of interpersonal contacts and sensitive to confidential and political situations, which may occasionally expose the employee to angry individuals or stressful situations. Must be aware of correct political and social protocol and exercise precise judgment in these areas.

DUTIES AND RESPONSIBILITIES

- Scheduling - Manage, advise, confer with Caucus Leader, and office staff regarding the Leader's schedule based on the objectives, goals and priorities. Review, make decisions, develop recommendations, refer/defer requests for Leader's time. In consultation with Chief of Staff and Majority leader, analyze schedule item; develop action plan; determine and request appropriate staffing level; determine, request, assemble and review briefing material for event. Scheduling and planning logistics for caucus meetings and retreats.

- Office Management – Office Manager will be the first person visitors to the House Democratic Office encounter and will greet and assist all visitors to the office. Coordinate and facilitate administrative operations of the House Democratic Caucus office by planning, organizing, and coordinating, areas such as scheduling, office supply management, administrative services, facilities management, and event planning.

- Other Duties as assigned.

HIRING INFORMATION

- The starting salary for this position will be commensurate with the selected candidate's experience and qualifications.
- This position has management service benefits, including health and dental insurance; optional life and disability insurance programs; a paid retirement program for qualifying individuals; and paid vacation, holidays, and sick leave.

WORKING CONDITIONS

The Office Manager works in a partisan, political environment in the Capitol building in Salem. Office Manager will be interacting with Members of the Legislature, constituents, administration officials and members of the lobby on a daily basis. Employee operates a computer keyboard and video display terminal on a daily basis.

NECESSARY SKILLS

- Excellent writing, editing, speaking and analytical skills;
- Ability to exercise discretion and independent judgment with respect to prioritization of and recommendations on appointments;
- Strong organizational skills and attention to detail with a willingness to work long hours in a fast paced and rapidly changing environment;
- Understand the legislative environment and have knowledge of Oregon's political landscape;

MINIMUM QUALIFICATIONS

The ideal candidate would be able to demonstrate these qualities:

- Minimum of 3 years scheduling experience.
- High School Diploma or equivalent;

The ideal candidate would be able to demonstrate these qualities:

- Strong written and oral communications skills and an understanding of political communication.
- Independently motivated, with strong organization and planning skills.
- The ability to work as a member of a fast paced team – flexibility and the ability to multi-task.
- Computer skills and experience in applications such as OUTLOOK, MSWORD, EXCEL, ACCESS, AND Powerpoint.

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

TO APPLY

Please e-mail (1) a cover letter, (2) current resume, (3) three references, and (4) a completed Legislative Administration employment application to
Amy Wojcicki at Amy.Wojcicki@state.or.us

1. The cover letter should describe how you meet the minimum qualifications and necessary skills.
2. All applicants will be confidential; references will not be contacted unless a candidate becomes a finalist.

This position will remain open until filled. <u>However, to be considered in the first round of interviews, applications must be received by June 20, 2014</u>

The Legislative Assembly cannot be responsible for materials that are lost in the mail, illegible, or missing as a result of email or transmitting by FAX.

Equal Opportunity / Affirmative Action Employer
Women, Minorities and Persons with Disabilities Are Encouraged to Apply
ADA Accommodations Will Be Provided upon Request

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