

***This recruitment will remain open until filled.*

CAUCUS ADMINSTRATOR SENATE REPUBLICAN OFFICE

THE OFFICE:

The Senate Republican Leadership Office provides support services to all Senate Republican 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 Republican Leader in organizing the Caucus and its agenda.

THE POSITION:

The Chief of Staff provides for planning, organization, oversight and general management of the Leadership Office. The Chief of Staff has hiring and expenditure authority for the Leadership Office with the approval of the Republican leader and provides long-range planning for achieving Caucus goals. This position provides strategic support and advise to the Senate Republican Leader and the Caucus and serves as a liaison to the House Republican Office, and the Democratic Offices. The Republican Leader supervises the Caucus Administrator.

WORKING CONDITIONS:

The Chief of Staff works in a partisan, political environment. Lengthy hours, including possible evening and/or weekend work, may be required, especially during legislative sessions. Employee operates a computer keyboard and video display terminal on a daily basis.

DUTIES AND RESPONSIBILITIES:

Management – Manages staff and operations of the Senate Republican Leadership office;

- makes staffing and budget/expenditure decisions;
- ensures office can meet individual caucus members' needs;
- oversees "big picture" projects and work plans;
- manages staff work plans and annual evaluations; establishes and maintains ongoing training and professional development for caucus staff and legislator's aides; assists in keeping caucus members informed of policy alternatives, activity and other caucus information.

Strategic Planning - Assists in the long-range planning for the caucus; advises the Republican Leader and Caucus on legislative priorities, policies and strategies; reinforces caucus-identified goals and objectives through office planning and development of long-range strategies; tracks legislative and policy activity. Sets timing and agendas for caucus meetings at the direction of the Senate Republican Leader.

Office Liaison - Serves as primary staff liaison to the Senate President's office, the Senate Democratic Office, the House Leadership offices, Governor's office, Legislative Administration Committee, etc. as well as external interest groups.

Other – Assists the Republican Leader and caucus staff with other projects on an as-needed and as-available basis outside of the building.

CAUCUS ADMINISTRATOR

MINIMUM QUALIFICATIONS:

- ✧ Bachelor's degree in Political Science, or a related field, (e.g. business management, budgeting).
- ✧ Two (2) years of professional management experience in supervision or professional level work. The ideal candidate will be self-directing, creative, aggressive and able to manage multiple tasks in a deadline-sensitive environment.
- ✧ Demonstrated computer competency.
- ✧ Demonstrated skill and experience in oral, written and multi-cultural communications.

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

DESIRED KNOWLEDGE/SKILLS/ABILITIES:

Desired skill and experience with communication within these environments:

Interpersonal
Team
Large Groups
Public Speaking

- Strong communication, conflict resolution, and negotiating skills.
- Ability to create and implement effective partnerships.
- Ability to communicate policies, procedures, and other knowledge to multi-level management, assembly members, and co-workers.
- Demonstrated ability to quickly collect, analyze, and convey information about legislative issues to a variety of audiences.
- Experience presenting information in writing and orally.
- Must be a self-starter with excellent oral and written communication skills and must enjoy working collaboratively with others.

- Ability to work individually in a self-directed manner and as part of a team.
- Ability to produce consistent, quality work under deadline in a fast-paced environment.
- Ability and willingness to work outside of normal business hours as the legislative session dictates.
- Ability to manage several issues and projects simultaneously and to adjust to frequently changing demands.

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

Please send Resumes, a Letter of Interest, and 3 Reference Letters to:
Sen.jackiewinters@oregonlegislature.gov by September 17th,2018. If you have questions please call 503-986-1950.