Recruiting for:

CAUCUS ADMINISTRATOR / CHIEF OF STAFF

for

OREGON SENATE DEMOCRATS

$6,250-$8,000

LEGISLATIVE ASSEMBLY

SENATE MAJORITY OFFICE

The Senate Majority Office is seeking a committed and dynamic professional with substantial management and legislative experience to fill the position of Caucus Director/Chief of Staff. The successful candidate will be principal advisor to the Senate Majority Leader and will lead an energetic team of professionals and support staff in implementing the vision and goals set by members of the Senate Democratic Caucus.

DUTIES AND RESPONSIBILITIES

- Management – Manages staff and operations of the Senate Majority Office, making staffing and budget decisions; ensures office meets collective needs of the Senate Democrats and individual Senate Democratic Caucus members' policy, communications, operational, and training needs.

- Caucus Coordination – Assists Senate Majority Leader in coordinating the work of the Senate Democratic Caucus and planning caucus meetings; prepares Senate Majority Leader, other members of Leadership and caucus members for upcoming Senate floor sessions; keeps caucus members informed of policy alternatives, pending legislation, and other caucus information.

- Strategic Planning – Assists in long-range planning for the caucus; advises the Senate Majority Leader and caucus members on development, communication, and pursuit of the Senate Democratic legislative and communications agenda; advises Senate Leadership and caucus members on individual caucus member priorities.

- Liaison – Serves as primary staff liaison to the Office of the Senate President, Senate Republican Office, House leadership offices, Governor's Office, Legislative Administration Committee, and external interest groups.

WORKING CONDITIONS AND BENEFITS

- The Caucus Director reports directly to the Senate Majority Leader but works for all Members of the Caucus.

- The Caucus Director works in a partisan political environment in the Capitol building in Salem, Oregon. Unpredictable work hours are required during the legislative session and other heavy workload periods.

- The Legislative Assembly provides management service benefits to continuing employees, including excellent health and dental insurance, optional life and disability insurance programs, a paid retirement program for qualifying individuals, and paid vacation, holidays and sick leave.

- The starting salary for this position will be commensurate with the selected candidate's experience and qualifications within the range stated on the front of this announcement.

MINIMUM QUALIFICATIONS

- Bachelor’s degree in Political Science, Public Policy or related field is required. Advanced degree in related field is desirable , but not required.

- Professional management experience in supervision or other professional-level work. The ideal candidate will have experience as a successful team leader and will be self-directing, creative, aggressive, and able to manage multiple tasks in a deadline-sensitive environment.

- Two years of experience working in the legislative and/or public policymaking process, including experience working with legislators, government agencies, advocacy organizations, and members of the public. The ideal candidate will have substantial knowledge of current legislative issues facing Senate Democratic Caucus members.

- Skill and experience in interpersonal, team and large group communications, conflict resolution, and negotiation.

- Outstanding written and oral communication skills. The ideal candidate will have demonstrated ability to quickly collect, analyze, and convey information about legislative issues to a variety of audiences.

- Comprehensive understanding of the political process.

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

TO APPLY

Mail, e-mail, or deliver: (1) a cover letter describing your interest in and qualifications for this position; (2) a current resume; (3) a recent writing sample; and (4) a completed Legislative Administration Employment Application (available online at https://www.oregonlegislature.gov/la/Documents/LegEmpApp.pdf) to:

Carol Suzuki
Senate Majority Office
900 Court St. NE, S-223
Salem, Oregon 97301

Carol.Suzuki@state.or.us

This position will remain open until filled. However, to be considered in the first round of interviews, all application materials must be received by 5:00 PM, Monday, November 17, 2014.

Any questions concerning the position should be directed to the Senate Majority Office at (503) 986-1700.

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

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