

**CAUCUS ADMINSTRATOR
SENATE REPUBLICAN OFFICE
LEGISLATIVE ASSEMBLY
\$6,000 to \$7,500 per month**

HIRING INFORMATION

The Senate Republican Office is seeking a Caucus Administrator.

DUTIES AND RESPONSIBILITIES

The Caucus Administrator provides for planning, organization, oversight and general management to the caucus services staff within the Senate Republican Leadership Office. The Caucus Administrator provides long-range planning for achieving Caucus goals. This position provides strategic support and advice to the Senate Republican Leader and the Caucus and serves as a liaison to all leadership offices and the Governor's office. The Republican Leader supervises the Caucus Administrator.

- Makes staffing and budget/expenditure decisions and ensures office can meet individual caucus members' needs.
- Oversees "big picture" projects and manages policy, outreach and communications staff.
- Sets timing and agendas for caucus meetings at the direction of the Senate Republican Leader.
- Tracks key legislative committees.
- Assists in keeping caucus members informed of policy alternatives, activity and other caucus information.
- 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.
- 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 duties and projects as assigned.

WORKING CONDITIONS

The Caucus Administrator works in a partisan political environment in the Capitol building in Salem. Hours may include evenings and weekends especially during legislative sessions.

MINIMUM QUALIFICATIONS

- Bachelor's degree.
- Three (3) to Five (5) years experience working in the legislative process either at the state or federal level.

DESIRABLE ATTRIBUTES

- 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.

TO APPLY

Email: (1) a cover letter; (2) a current resume; and (3) a recent writing sample of no more than 3 pages: jonathan.thompson@state.or.us. Please add "Caucus Administrator" to the subject line of your email.

Or you may mail your materials to:
Senate Republican Office
900 Court St. NE, Rm. S-323

Salem, Oregon 97301

Application materials will be accepted until the position is filled.

*Equal Opportunity / Affirmative Action Employer
Women, Minorities and Persons with Disabilities Are Encouraged to Apply
ADA Accommodations*