

CLASSIFIEDS

Legislative Administrator Recruitment

The Legislative Administration Committee seeks a new Administrator of Legislative Administration, a nonpartisan agency that provides professional, technical, and administrative support to the Oregon Legislature. The Administrator serves as the executive head of the agency.

The successful candidate must possess outstanding leadership, communication, and management skills. The Administrator must be able to build trust and confidence among all of the members of the Oregon Legislature, their legislative staff, all legislative agencies' staff, the media, and the public. The Administrator must be able to work effectively and efficiently in a political environment while remaining politically neutral.

The Administrator provides for planning, organization, oversight and general management of the operations of Legislative Administration. The position has appointing authority and expenditure authority. The Administrator is required to represent Legislative Administration, the Legislative Assembly and the State of Oregon in communitywide and professional meetings, and participate on boards and commissions as appropriate.

The Administrator is responsible for the five departments in Legislative Administration (Committee Services, Employee Services, Facility Services, Financial Services and Information Services) through direct management of five managers and indirect management responsibility for approximately 100 FTE.

Responsibilities of the Legislative Administrator are set out in ORS 173.720, and include, but are not limited to:

- Coordinate the administrative operations of the Legislative Assembly, including accounting, data processing, personnel administration, printing, supply, space allocation, and property management.
- Development of standard formats for legislative publications.
- Review legislative organization, rules and procedures to modernize legislative operations.
- Review of technology applications for improvement.
- Coordinate orientation and training for members and staff of the Legislative Assembly.
- Review and recommend changes on compensation and working conditions.
- Control all space and facilities within the State Capitol and other spaces assigned to the Legislative Assembly.
- Direct the renovation and repair of the State Capitol.
- Supervise, coordinate and support clerical and administrative services for legislative committees.
- Establish fee schedule and arrange for the printing and distribution of legislative publications.
- Comply with public records and open meetings laws.
- Coordinate legislative supplies, materials, equipment and other property used by legislative committees.
- Pursuant to the policies and directions of the Legislative Administration Committee, enter into contracts to carry out the functions of the Legislative Administrator.

The offices of Legislative Administration are located in the Oregon State Capitol in Salem, Oregon. Salem is located in the center of the Willamette Valley (50 miles south of Portland and 65 miles north of Eugene) with the Cascades to the east and the Pacific Ocean to the west, which offers world class skiing and golfing as well as hiking, fishing, biking, and various other outdoor activities. Salem and the surrounding areas offer an array of housing options.

To apply: www.leg.state.or.us/jobs
Application deadline: June 8, 2012

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