

# CLASSIFIEDS/BIDS

## 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.

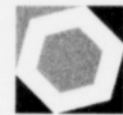
To apply: [www.leg.state.or.us/jobs](http://www.leg.state.or.us/jobs)  
Application deadline: June 8, 2012

## Sub Bids Requested EOU HOKE UNION BUILDING

Eastern Oregon University, La Grande, Oregon

Bid Date: June 5, 2012 2:00 p.m.

There will be a Non-Mandatory Job Walk on Thursday, May 24, 2012, 1:00 p.m. at Eastern Oregon University - Hoke Union Building, Room 309. EOU address: One University Blvd., La Grande, Oregon 97850.



## FORTIS

CONSTRUCTION INC.

1705 SW Taylor Street, Suite 200  
Portland OR 97205

Phone: 503-459-4477

Fax: 503-459-4478

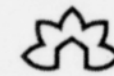
OR CCB#155766

Bid documents are available for review at the Fortis office and at local plan centers.

We are an equal opportunity employer and request sub bids from minority, women, disadvantaged, and emerging small business enterprises.



GUARDIAN  
MANAGEMENT



homeforward  
hope. access. potential.

**Selected Public Housing and Project Based Vouchers (Section 8) Waiting Lists will be Open Tuesday, June 26th, 2012 through Thursday, June 28th, 2012 each day from 10:00am to 4:00pm.**

Home Forward and Guardian Management, LLC are pleased to announce that selected waiting lists for the New Columbia Apartment community will be open to new applicants. Applicants must meet income guidelines.

**All applicants will be accepted, and will be prioritized based on certain preference categories:**

### Public Housing Waiting Lists available:

- 1 Bedroom
- 2 Bedroom
- 4 Bedroom
- 5 Bedroom

### Project Based Voucher (Section 8) Waiting Lists available:

- 4 Bedroom
- 5 Bedroom
- 6 Bedroom

Applications will be accepted in person or by mail at 4605 N. Trenton Street, Portland, Oregon 97203 or by fax to 503.285.2304. Mailed applications must be postmarked between June 26th and June 28th and faxes must be received between 10:00 AM on June 26th and 4:00 PM on June 28th.

Applicants must apply using the application form available starting June 26th on our website at [www.homeforward.org](http://www.homeforward.org) or at the New Columbia leasing office. Additionally, please visit our website at [www.homeforward.org](http://www.homeforward.org) for complete details on how to apply for these selected waiting lists.



EQUAL HOUSING  
OPPORTUNITY

### Uptown Tower

712 SW St. Clair Avenue  
Portland, Oregon 97205

Phone: 503-248-9645 TTY: 1-800-735-2900



Wheelchair  
Accessible

Affordable housing for Seniors and Disabled may be available at this time. Income restrictions apply. If affordable units are not available at this time, qualified applicants will be placed on a waiting list. Guardian Management LLC is an equal opportunity provider.



Metro

**Visitor Services and Business Operations Manager**, Oregon Zoo, \$102,294 annually. Application review: 6/7/12.

**Senior Procurement Analyst** - MWESB, Finance and Regulatory Services, \$55,235 - \$73,891 annually. Deadline: 6/7/12.

**Sales Manager**, Portland Expo Center, \$42,357 - \$61,433 annually. Deadline: 6/5/12.

Please visit our website at: [www.oregonmetro.gov/jobs](http://www.oregonmetro.gov/jobs) for the complete job announcement and a link to our online hiring center.

**AA/EEO Employer, plus**

**"I Have a Dream" Foundation - Oregon Dreamer School Middle School Program Coordinator**

The Middle School Program Coordinator is responsible for the coordination and implementation of the programming for Reynolds and H.B. Lee middle schools. Major responsibilities include coordination and assignment of program volunteers to host schools, oversight of daily operations, monitoring and tracking in depth collaboration with our partners, staff, parents and students. Compensation is dependent on experience. Application deadline is May 29. See full job description and requirements at <http://www.ihaveadreamoregon.org/about-us/employment-opportunities> Send cover letter and resume to [Merette.bartles@ihaveadreamoregon.org](mailto:Merette.bartles@ihaveadreamoregon.org) or "I Have a Dream", Middle School Program Coordinator, 2916 NE Alberta St, Ste D, Portland, OR 97211

**"I Have a Dream" Foundation - Oregon is an EQUAL OPPORTUNITY EMPLOYER**

**"I Have a Dream" Foundation - Oregon Program Coordinator**

The Program Coordinator is responsible for the daily, hands-on leadership and guidance of our youth in NE Portland. The Coordinator provides mentoring, educational enhancement and support to youth and their families, coordinating and scheduling activities and services. Compensation is dependent on experience. Application deadline is May 29. See full job description and requirements at <http://www.ihaveadreamoregon.org/about-us/employment-opportunities> Send cover letter and resume to [Merette.bartles@ihaveadreamoregon.org](mailto:Merette.bartles@ihaveadreamoregon.org) or "I Have a Dream", Program Coordinator Position, 2916 NE Alberta St, Ste D, Portland, OR 97211

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