



CITY OF PORTLAND
invites applications for the position of:

Senior Housing Administrative Specialist

SALARY: \$3,456.00 - \$5,321.00 Monthly

OPENING DATE: 12/27/11

CLOSING DATE: 01/09/12 04:30 PM

THE POSITION:

This recruitment may close earlier than the posted closing date. This recruitment will close once 50 qualified applications have been received or by the posted closing date; whichever comes first.

The Senior Housing Administrative Specialist for the Portland Housing Bureau independently performs specialized administrative support functions for programs, with a significant degree of accountability for results. Duties include: assisting program staff in the development of contracts, front desk coverage, payroll and timekeeping; coordinating and supporting facilities staff; providing staffing support to standing bureau committees and the Portland Housing Advisory Commission; collecting, inputting and coordinating data; preparing City Council filing documents and meeting notices; and completing other special projects and assignments as needed. This work includes frequent communication with vulnerable populations, diverse communities, program partners and program staff. The Senior Administrative Specialist is expected to carry out individual responsibilities with initiative, independence and confidentiality, while exercising sound problem-solving skills and professional judgment.

The Portland Housing Bureau is achieving our mission by actively implementing our Strategic Plan that includes a commitment to Equity in the work we do for our city. More information about the Portland Housing Bureau is available at www.portlandonline.com/phb.

TO QUALIFY:

Applicants must address and demonstrate in their cover letter and resume how their education, training and/or experience, meets each of the following qualifications:

1. Knowledge of and experience applying office administration practices and procedures.
2. Knowledge of and experience utilizing the principles and practices of sound business communication and correct English usage, including spelling, grammar and punctuation.
3. Knowledge of and experience using advanced functions of standard office software

such as Word, Excel, PowerPoint, desktop publishing software and access type databases to prepare a variety of routine to moderately complex documents and materials.

4. Ability to and experience researching and assembling information from a variety of sources for the preparation of records and reports.
5. Ability to and experience conducting special studies and recommending organizational, procedural or other changes to achieve greater productivity and/or to comply with City requirements.

THE RECRUITMENT PROCESS:

An evaluation of each applicant's training and experience as demonstrated on the cover letter and resume, weighted 100%. Only the most qualified candidates passing the cover letter and resume evaluation will be placed on an equally-ranked eligible list. **Additional evaluation may be required prior to final selection and/or establishment of the eligible list. Some positions may require those placed on the eligible list to complete and sign a criminal conviction statement before being considered for employment.**

ADDITIONAL INFORMATION:

Application Instructions:

Applicants must submit a cover letter and resume, specifically focused on their qualifications for this position as identified in the "To Qualify" section of this announcement in accordance with the Resume and Cover Letter instructions.

All completed applications for this position must be in the possession of the Portland Bureau of Human Resources no later than 4:30 pm on the closing date of this recruitment. **This recruitment may close earlier than the posted closing date as indicated above. Please use our on-line application process as we are unable to accept e-mailed or faxed applications.**

NOTE: If you are requesting *Veteran's Preference*, submit a copy of your DD214/DD215 and/or Veteran's Administration Letter Stating your disability. If you are applying online attach a copy of your DD214/DD215 and/or Veteran's Administration Letter Stating your disability to your profile. ***Veteran's Preference documentation must be received by 4:30 PM of the closing date of this recruitment.***

Non-citizen applicants must be authorized to work in the United States at time of application.

Minorities, women, and qualified individuals with disabilities are urged to apply. If you wish to identify yourself as an individual with a disability under the Americans With Disabilities Act of 1990 and will be requesting accommodation, the requests must be made to the Analyst(s) named below or to the Human Resources Bureau Receptionist No **Later Than the Closing Date of This Announcement.**

Questions?

Allan Messer, Senior Human Resources Analyst
Bureau of Human Resources
allan.messer@portlandoregon.gov
(503) 823-6821

An Equal Opportunity Employer

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.portlandoregon.gov/jobs>

Position #2011-00166
SENIOR HOUSING ADMINISTRATIVE SPECIALIST
AM

1120 SW 5th Ave, 404
Portland, OR 97204
503-823-3572
