



Careers with the Office of Management and Finance at the City of Portland

Some common job titles with OMF include:

Job title	OMF Division
Accountant I-III	Financial Services, Business Operations *
Accounting Supervisor	Financial Services
Economist	Financial Services
Treasurer	Financial Services
Controller	Financial Services
Debt Analyst	Financial Services
Financial Analyst	OMF Divisions *
Policy Analyst	OMF Divisions *
Program Coordinator	OMF Divisions *
Treasury Analyst	Financial Services
Claims Technician	Risk Management
Risk Specialist	Risk Management
Claims Analyst	Risk Management
Engineer	Facilities Services
Construction Project Manager	Facilities Services
Business Data Analyst	Technology Services, Fleet
Human Resources Analyst	Human Resources
Management Analyst	OMF Divisions *
Management Assistant	OMF Divisions *
Business Operations Manager	OMF Divisions *
Business Operations Supervisor	OMF Divisions *
Public Information Officer	OMF Divisions *

* Positions are also available in other City Bureaus

Some tips for applying to jobs with the City of Portland:

- The recruiting system used by the City of Portland is NEOGOV. To help expedite the application process set up an account and an "Application Profile" by going to <http://www.portlandonline.com/omf/index.cfm?c=54930> and then going to the "Applicant Login".
- Save your "username" and "password" as you will need this each time you apply for a job with the City.
- Weekly job postings are available by email every Monday. To sign up for this service, go to <http://www.portlandonline.com/omf/index.cfm?c=54930> and click on the 'job interest notification' icon. Follow the instructions to fill out a job interest card. You can select the level of frequency for job postings to be emailed to you.
- The Qualifications section of the job posting requires complete answers in your cover letter including details of your past experiences.
- The Bureau of Human Resources website has the current information detailing the City of Portland's benefit plans, classification and compensation scales, and general employment rules. The website is: www.portlandonline.com/bhr
- It's very important to read the job description as opposed to working off of the job title. Job skills are often transferable and the job title may not reflect the nature of the position and what projects the position will be assigned.