

The City of Portland, Oregon invites applications for the position of:

Public Information Manager

Salary: \$6422 - \$8630 Monthly

Recruitment Opens: 1/23/2017 *full details and how to apply will be available at:*
www.portlandoregon.gov/jobs

Recruitment Closes: 4:30 pm *pacific standard time on Monday, February 13, 2017.*

The [Mission of Portland's Bureau of Development Services](#) is to promote safety, livability, and economic vitality through efficient and collaborative application of building and development codes.

THE POSITION:

The City of Portland's Bureau of Development Services is seeking a Public Information Manager to oversee communications and outreach functions for the bureau. This position will work closely with the bureau's senior management team, assigned staff, bureau employees and the community to develop appropriate and consistent messaging in accordance with the bureau strategic plan, equity plan and regulatory requirements to promote the bureau's mission of safety, livability and economic vitality through the efficient and collaborative application of building, development and property maintenance codes.

Management responsibilities include supervision and assignment of duties to assigned staff members; communications and outreach program evaluation; and budget development and monitoring for the communications and outreach workgroup. Direct duties are focused on the development and implementation of long term communication and outreach strategies in close coordination with bureau leadership and staff who conduct internal and external outreach and communications. The position will also perform short term communication duties as needed, as well as act as one of the principal spokesperson for the bureau in response to media or public inquiries. This position will be trusted to exercise considerable discretion in carrying out responsibilities independently and with awareness of local community issues and sensitivities. This position will also meet the Bureau's expectations of providing excellent customer service in an equitable manner to meet the needs of the City of Portland's community. Fluency in a second language is desirable, but not required.

It is the policy of the City of Portland that no person shall be discriminated against based on race, religion, color, sex, marital status, family status, national origin, age, mental or physical disability, protected veteran status, sexual orientation, gender identity or source of income. The City values diversity and encourages everyone who is interested in employment with the City to apply. For questions about this position and the qualifications, contact the hiring manager Ross Caron at Ross.Caron@portlandoregon.gov or 503-82-4268.

An Equal Opportunity/Affirmative Action Employer

Optional Information Sessions:

To assist you in understanding this position and the recruitment process, we will offer Optional Information Sessions that will provide you with details about this position and about the application process. You are not required to attend to apply for this job, but attending will help you with the application process. Please consider joining us for one of these optional sessions:

Wednesday, January 25, 2017

12:00 – 1:00 p.m.

Location: BDS Offices at Ch2M Building, 2020 SW 4th Ave, Lincoln Room, Portland OR 97201

***Remote participation available**

or

Tuesday, February 7, 2017

12:00 – 1:00 p.m.

Location: BDS Offices at Ch2M Building, 2020 SW 4th Ave, Lincoln Room, Portland OR 97201

***Remote participation available**

or

Tuesday, January 31, 2017

5:30 – 6:30 p.m.

Location: Hollywood Library, 4040 NE Tillamook, Portland OR 97212

**Remote participation is available for the Wednesday Jan. 25th and Tuesday Feb. 7th sessions only. For instructions on how to participate remotely, please contact Lorena Ramirez by 2:00 p.m. Pacific Time within 2 business days of the informational session date by email, Lorena.Ramirez@PortlandOregon.Gov, or by phone at 503.823.5333.*

Full details and how to apply will be available when recruitment opens 1/2/2017 at www.portlandoregon.gov/jobs