



## Oregon Solutions Project Manager

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Please list the names, telephone numbers and email addresses for three professional references.

### Position Announcement

#### Position Details

Proposed Start Date	04/01/2019
Classification Title	Program Administrator 3
Rank	N - No Rank
Working Title	Oregon Solutions Project Manager
Department	310080 - SOG Oregon Solutions
Position Number	D93454
Representation	AU - AAUP
Renewable	Renewable
End date, if applicable	
Position FTE	1
Tenure Status	N - not applicable

## Position Summary

<p>Brief Description of PSU/School/Dept</p>	<p>Portland State University is Oregon’s most affordable public research university, located in the heart of one of America’s most dynamic cities. Our mission to “let knowledge serve the city” reflects our dedication to turning ideas into action — in Portland and around the world. The city is our campus, giving students unmatched access to career connections, a vibrant cultural scene and hands-on learning experiences with hundreds of community partners.</p> <p>More than 27,000 students from all backgrounds bring diverse perspectives to our classrooms and campus life, from the tree-lined Park Blocks to the bustling Urban Plaza and state-of-the-art science labs. We are proud of our world-class faculty, groundbreaking research and international reputation for excellence in sustainability, community engagement and innovation.</p> <p>The National Policy Consensus Center, in the Hatfield School of Government, is a leader nationally and in Oregon for providing the knowledge, skills, and approaches needed for communities, leaders, and organizations from all sectors to address challenges together. For more information : <a href="#">Click Here</a></p>
<p>Position Summary</p>	<p>The Oregon Solutions Project Manager supervises Oregon Solutions projects and performs assessments, convening, and project facilitation to help communities with resource alignment and integration to support project implementation.</p> <p>The level of complexity of many of the assigned projects is high, which is defined by a number of factors including (but not limited to):</p> <ul style="list-style-type: none"> <li>- Engagement of participants: a large number of participants and overall challenges related to of engaging those participants.</li> <li>- Dynamics of the situation: situations with high levels of conflict and low levels of trust.</li> <li>- Cross-sector: situations involving participants from multiple sectors.</li> <li>- Scope/duration: long term project(s) with multiple committees.</li> <li>- Political sensitivity and visibility: either because of the issues or participants involved, there is a high level of political sensitivity and visibility.</li> <li>- Role: contract negotiation, managing the budget and scope and assuming responsibility for project design.</li> </ul>
<p>Minimum Qualifications</p>	<ul style="list-style-type: none"> <li>• Master’s or advanced professional degree with 3+ years of experience in government.</li> <li>• Excellent interpersonal skills.</li> <li>• Solid understanding of collaborative governance concepts.</li> <li>• Ability to assess community based problems, and design appropriate collaborative processes.</li> <li>• Ability to conduct efficient and effective fact-finding or research efforts in support of an Oregon Solutions project.</li> <li>• Ability to listen and identify important concepts or ideas in dialogue and to record or summarize them accurately.</li> <li>• Excellent writing skills (clear and concise).</li> <li>• Outstanding organizational skills.</li> <li>• Outstanding ability to work as part of a team including other process facilitators and Oregon Solutions staff.</li> <li>• Ability to remain neutral and see all sides of controversial issues.</li> <li>• Proficiency with word processing software, internet use and electronic communications.</li> <li>• Understanding of public decision-making processes.</li> <li>• Valid State-issued driver’s license.</li> <li>• Successful completion of a background check.</li> </ul>
<p>Preferred Qualifications</p>	<ul style="list-style-type: none"> <li>• Ability to relate well with high level public officials and with advocates with strongly held views.</li> <li>• Two years experience in collaborative governance.</li> <li>• Demonstrated success in managing and facilitating collaborative processes.</li> </ul> <p>• Creates an environment that acknowledges, encourages and celebrates differences.</p>

Key Cultural Competencies	<ul style="list-style-type: none"> <li>• Functions and communicates effectively and respectfully within the context of varying beliefs, behaviors, orientations, identities and cultural backgrounds.</li> <li>• Seeks opportunities to gain experience working and collaborating in diverse, multicultural, and inclusive settings with a willingness to change for continual improvement.</li> <li>• Adheres to all PSU's policies including the policies on Prohibited Discrimination &amp; Harassment and the Professional Standards of Conduct.</li> </ul>
Environmental Stewardship	Contributes to a culture of environmental stewardship, practices resource conservation, and actively works toward achieving long-term sustainability goals.
Work Days/Hours	Monday to Friday 8am to 5pm
Total Compensation Range & Benefits Statement	The starting annual salary rate for this position will be between \$75,000 and \$85,000. The starting salary may be negotiable above this range, however it will be dependent upon the knowledge, experience, skills and abilities of the chosen candidate, the budget of the hiring department, and approval from HR. PSU's excellent benefits package includes 95% premium paid healthcare; a generous retirement and vacation package; and reduced tuition rates for employee, spouse or dependent at any of the Oregon Public Universities.

## Application Instructions

Additional Information	
Additional Application Instructions (deadlines, etc.)	Please list the names, telephone numbers and email addresses for three professional references.
Does this position require the employee to drive a motor vehicle?	Yes
Background Check Required	Yes
Position End Date (if applicable)	
If you have questions	

## Search Details

Posting Close Date	
Projected Close Date for Posting	Open Until Finalists Identified
Application screening begins	03/21/2019
Quick Link	<a href="http://jobs.hrc.pdx.edu/postings/28982">http://jobs.hrc.pdx.edu/postings/28982</a>

## Supplemental Questions

Required fields are indicated with an asterisk (\*).

1. \* Do you have a Master's or advanced professional degree with 3+ years of experience in government ?
  - Yes
  - No
2. \* Please describe your role and duties performed in a government agency.  
(Open Ended Question)
3. \* Please describe your understanding of collaborative governance concepts.  
(Open Ended Question)
4. \* How did you first find out about this position?
  - PSU Website
  - Indeed.com
  - HERCJobs
  - Urban League of Portland
  - Hispanic Metropolitan Chamber
  - Oregon Employment Department
  - Social Media
  - Person Referral
  - Career Builder
  - Glass Door
  - Other - Please describe in the next Question
5. If you selected Other, please describe.  
(Open Ended Question)

## Applicant Documents

### Required Documents

1. Resume
2. Cover Letter
3. Professional References

### Optional Documents

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