

DRAFT

### The Position

Secretary of State ~~Dennis Richardson~~ Bev Clarno will be accepting applications to fill a vacancy in the office of the Public Records Advocate, ~~which was created by [SB 106](#) (2017)~~. Secretary Richardson Clarno is the chair of the Public Records Advisory Council, which will consider applications and forward three nominees to Governor Kate Brown. The nominee appointed by the Governor must be confirmed by the Oregon Senate before taking office.

The Public Records Advocate will provide facilitated dispute resolution services for public records requests and conduct trainings on the requirements and best practices for processing and responding to public records requests. The Public Records Advocate will be appointed to a four-year term, will be located in the State Archives Building, and will serve in the unclassified service. The Public Records Advocate will be responsible for ~~setting up~~ overseeing the new Public Records Advocate Office, ~~hiring~~ supervising a deputy, and overseeing a legislatively approved budget of \$633,187 for the ~~2017-19~~ 2019-21 biennium.

### To Qualify

~~To expand our applicant pool we are re-opening the position until October 15, 2017. If you previously applied you do not need to reapply your application will remain under consideration.~~

~~Senate Bill 106~~ ORS 192 requires the Public Records Advocate to be a member in good standing of the Oregon State Bar. Applicants who are not yet members of the Oregon State Bar but who can become so quickly are also encouraged to apply. Applicants with a wide variety of backgrounds and experiences are encouraged to apply, especially veterans.

Desired attributes include:

- Familiarity with public records laws.
- Experience with facilitated dispute resolution or other mediation.
- Conducting public trainings.
- Managing a small group of employees.

### How to apply

Interested applicants should use Workday to apply by... email applications to: Melissa Gubbels, Senior Human Resources Analyst, Office of the Secretary of State, at: [melissa.j.gubbels@oregon.gov](mailto:melissa.j.gubbels@oregon.gov) Applications are due by 11:00 p.m. on October 15, 2017. Applications must include a cover letter, resume, and writing sample (or excerpt) that is no longer than five pages.

~~Interviews will be held on October 23rd in the afternoon for selected candidates.~~

For questions about the application process, please contact Melissa Gubbels at 503-986-2169.

For questions about the Public Records Advisory Council, please contact ~~Steve Elzinga Rich Vial~~ at 503-986-~~2259~~-2209.

*\*The Public Records Advocate's salary and benefit package has not been finalized but will be decided by the Public Records Advisory Council and Department of Administrative Services. The position is expected to be filled at the equivalent of a Principle Executive Manager G Level, which has a salary range that varies between ~~\$7,352~~ \$8,113 and ~~\$13,816~~ \$12,550 per month.\**

For more information on the Public Records Advisory Council please visit:

<http://sos.oregon.gov/archives/Pages/public-records-advisory.aspx>