

**Initial Posting Date:** March 9<sup>th</sup>, 2020

**Application deadline:** (3 weeks)

**Agency:** Oregon Secretary of State

**Salary Range:** \$7,586 – \$11,171 monthly

**Position Type:** Employee

**Position Title:** Public Records Advocate (Principal Executive Manager G)

**Job Description:**

The Public Records Advocate provides facilitated dispute resolution services for public records requests and conducts trainings on the requirements and best practices for processing and responding to public records requests. The Public Records Advocate is appointed to a four-year term and will serve in the unclassified service. The Public Records Advocate will be responsible for overseeing the Public Records Advocate Office, supervising a deputy, and overseeing a legislatively approved operating budget of \$700,000 for the 2019-21 biennium.

**To Qualify:**

**Minimum Qualifications:** Successful candidates will have no less than six years of management experience in a public or private organization which included responsibility for each of the following: (a) development of program rules and policies, (b) development of long- and short-range goals and plans, (c) program evaluation, and (d) budget preparation. Your application materials must clearly reflect this experience to be considered.

**Special Qualifications:** 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.
- Experience conducting public trainings.
- Experience managing a small group of employees.

**How To Apply:**

Click “Apply”

Upload your resume, cover letter and writing (or excerpt) sample – not to exceed 5 pages

Submit your finalized application

Complete additional inbox questionnaires and confidentiality and veteran status

Applicants who fail to submit **all** required application materials may be disqualified.

- Candidates whose background most closely matches the qualifications and required and requested skills of this position will be invited to an interview.
- Eligible veterans who meet the minimum and special qualifications of the job will be given veteran's preference. For further information, please see the following website: Veteran Resources. You may also call the Oregon Department of Veterans' Affairs at 1-800-692-9666.

**Additional Information:**

Salary is dependent upon pay equity analysis and Public Employee's Retirement System (PERS) eligibility. The salary reflected above is for non-PERS eligible individuals.

The office of the Public Records Advocate is an independent office in the executive department. The physical work location is in Salem, Oregon.

Pursuant to the ORS 192.461(2), the Public Records Advisory Council will consider applications, conduct interviews and appoint the successful.

The Public Records Advisory Council will review applications on April 15<sup>th</sup> and determine which candidates will be invited for an interview. Those invited for an interview will be notified the week of April 20<sup>th</sup> and interviews will be held on April 29<sup>th</sup> by telephone.

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

<https://www.oregon.gov/pr/ra/Pages/advisory-council.aspx>

**Questions?**

For assistance with Workday, please contact [Sarah.Manring@oregon.gov](mailto:Sarah.Manring@oregon.gov) or by phone at (503)

For additional information about the Public Records Advocate Office or position, you may contact Stephanie Clark, Public Records Advisory Council Chair, at [Stephanie.Clark@oregon.gov](mailto:Stephanie.Clark@oregon.gov) or by phone at (503) 378-8161.

The State of Oregon is an equal opportunity, affirmative action employer committed to a diverse workplace.