



Facilities Compliance & Facilities Administration Internship

College to County Intern 2023 -Department of County Assets (DCA)

Pay Rate: \$24 per hour

Job Type: Temporary College Intern

Duration: Summer 2023 - 12 weeks

Hours: 20 - 40 hours a week

Telework: Hybrid

Building Physical Location: *Prophet Education Service Center (PESC) | B
274 401 N. Dixon St. | Portland, OR 97227-1865*

Does This Position Require Driving a County Vehicle? Yes, they will be expected to drive a county pool car.

If so, please explain why and frequency: Infrequently, to perform any inspections, or on-site visits as part of their data gathering/storing work.

What Does Facilities & Property Management (FPM) Do? The Facilities and Property Management Division (FPM) is a customer-driven organization that is part of the Department of County Assets. We support the mission of Multnomah County government by creating and providing a home for all county services. Through stewardship, innovation, equity, and collaboration, we proactively provide behind the scenes services and support to ensure county buildings and facilities are inclusive environments that are safe, accessible, and sustainably managed. Our goal is to have a portfolio of well sited, high performance and affordable buildings that provide access and support for County services to employees, customers and the public.



The Facilities and Property Management division is an internal service provider. We keep buildings safe and secure by implementing countywide efficiency initiatives that align with county sustainability goals.

Through equitable contracting and procurement policies, we work with third-party maintenance and building contractors and vendors who enable us to ensure the functionality, comfort, safety and efficiency of buildings and grounds, infrastructure, and real estate.

We specifically:

- Manage all county property and buildings,
- Provide county real estate and capital project strategic planning
- Oversee county capital building projects
- Partner with the Regional Arts and Culture Council to provide Public Art in all county owned and leased buildings .
- Manage the Department of County Assets' Library Capital Bond projects
- Guide and oversee ADA compliance in county capital projects, buildings and facilities

The division is committed to creating safety, trust and belonging. More information on this initiative can be found here: [Safety Trust and Belonging Workforce Equity Initiative](#) Our program, policy, budget, and staffing decisions will be rooted in equity and aligned with the Department of County Asset's standards of valuing all people and perspectives and intentionally creating inclusive environments where everyone can grow through culture change and organizational policies.

Internship Description & Responsibilities:

We seek a value-driven team player to fill the position of Facilities Compliance and Administration Intern. This internship provides an excellent opportunity for an individual interested in enhancing their knowledge and experience in the facilities and property management areas of compliance, policy, project and organizational management, administrative archiving and

document management systems, data investigations, and more. Through mentorship and under general supervision, the successful candidate will be responsible to complete specific facilities and compliance projects and a variety of on-going assignments to help develop their knowledge and skills. Some of the various projects and responsibilities may include:

- Collecting user requirements for enterprise-wide Division Policy Management
- Supporting policy and compliance governance initiatives
- Organizing and maintaining files tied to policy and document management governance
- Research and collect user requirements and process for facility document archiving
- Developing recommendations on possible software solutions for facility document archiving, policy management, and compliance including the creation of a white paper
- Populating a data dictionary
- Participating in intern cohort meetings, trainings and job shadowing opportunities

An intern in this position will have exposure to facilities compliance, facilities administration, IT, project management, facilities property management, data analysis, data and document governance, operational effectiveness in a large bureaucracy, and demonstrations of how to lead with an equity lens in the public sector.

- Compliance records digitizing
- Facilities & Property Management Document Archiving planning
 - Work with County Records Management to develop an archive inventory of division documents sent to Archives.
 - Create an Action Summary

- Facilities Policy management
 - Naming conventions
 - Policy management program research
 - Organization of policies - policy tracker
 - Standardization of template
 - Understanding of policy due dates - renewals, review no renewal, regulatory drivers
- Smartsheet Dashboard feasibility:
 - Research feasibility of using Smartsheet to
 - Collating inventory, policy, archiving information into Smartsheet dashboards.
 - Summarize and share important aspects, such as project status or, key performance indicators (KPIs) with stakeholders in a single place
 - Create a white paper on the feasibility of using Smartsheets to manage inventory, policy, archiving documents and data.

Learning Outcomes:

This position will offer the successful candidate an opportunity to learn, practice and improve the following knowledge, skills and abilities.

- Facilities document and data management for compliance, policies and archiving
 - Desktop software such as Google and Microsoft Suites
 - Familiarity with Google Suite including Google Docs & Sheets
 - Records management principles and practices



- Basics of Project Management

- Familiarity with Smartsheets
- Familiarity with a software to manage facility data
- Familiarity with collecting user requirements for various projects and/or interview skills
- Exposure to facilities capital projects and/or property and construction management data governance (optional)
- Willingness to learn about Government Facilities management processes and best practices
- Willingness to use basic and applied research practices
- Facilities project management skills
 - Participate in a workforce committed to equity and inclusion
 - Communicate effectively, orally and in writing, and work cooperatively with a variety of County staff
 - Plan, develop, review and complete projects in a timely manner
 - Interpret and apply administrative and departmental policies and Procedures
- Facilities administrative and organizational skills
 - Customer Service practices including communicating in a positive manner, using plain language, and being person-centered and culturally responsive
 - Perform entry-level analytical work
 - Perform mixed research to include explanatory, exploratory, and qualitative for cross-functional projects
 - Perform technical writing skills
 - Prepare clear and concise presentations and reports with data-driven recommendations

Education and Minimum Qualifications:

- Candidates should have completed or enrolled in a college/university academic institution.



Qualifications

- Promote a culture of respect, inclusiveness, and appreciation of diverse perspectives, backgrounds, and values ([Link to Equity and Empowerment Lens](#))
- Data and project management
- Interest in Facilities/ Environmental knowledge
- Interest in Policy and/or Compliance processes

Workforce Equity:

Our Commitment to Safety, Trust and Belonging: Multnomah County is committed to developing, nurturing and continually improving workforce equity by identifying and addressing the structural and policy barriers to equal employment opportunity faced by our employees and communities. Learn more by reading our [Workforce Equity Strategic Plan](#) and exploring our [Core Competencies](#) for all County employees.

COVID-19 Vaccination Requirement: To protect the health of the community and employees, Multnomah County requires employees to be fully vaccinated against COVID-19 or have an approved medical or religious exception as a qualification of employment.

The rule applies to all employees, as allowable by law. Candidates who receive an offer of County employment must provide proof of vaccination upon hire or submit an exception request prior to their start date.

Veterans' Preference:

Under Oregon Law, qualifying veterans may apply for veterans' preference for this recruitment. Review our [veterans' preference website](#) for details about eligibility and how to apply.



For veterans qualified for Veterans' Preference: If you believe you have skills that would transfer well to this position and/or special qualifications that relate to this position, please list those skills and/or qualifications.

Accommodation under the Americans with Disabilities Act: We gladly provide reasonable accommodation to anyone whose specific disability prevents them from completing an application or participating in this recruitment process. Please contact the recruiter below in advance to request assistance. Individuals with hearing or speech impairments may contact the recruiter through the Telecommunications Relay Service by dialing 711.

Application Instructions:

Please fill out and submit an application for this position through the form also located on this [website](#). The deadline for submitting an online application is April 2, 2023.