



## Office of Chief Operating Officer Internship

### College to County Intern 2023 - Office of Chief Operating Officer

---

DCM - Office of Chief Operating Officer Internship

**Pay Rate:** \$24 per hour

**Job Type:** Temporary College Intern

**Duration:** Summer 2023 - 12 weeks

**Hours:** 40 hours a week

**Telework:** Hybrid

**Building Physical Location:** *501 SE Hawthorne Blvd, Suite 600, Portland, OR 97214*

**Does This Position Require Driving a County Vehicle? If so, please explain why and frequency:** Occasionally for offsite meetings or events. A Trimet pass for accessing public transportation can be provided.

---

#### **What Does the Department of County Management Do?**

The Office of the Chief Operating Officer (COO) lives within the Department of County Management (DCM). The COO supervises the appointed department directors across the County providing a crucial link between corporate policy setting and department implementation. In addition, with the assistance of the Deputy COO, the COO provides oversight for DCM.

DCM provides the corporate level management of the County's administrative infrastructure. Our central function is to support the County, its Departments and Agencies to serve the people who live, work and do business in the County. The COO's Office and DCM supports the Chair and elected officials by providing strategic leadership and objective policy analysis.

#### **Internship Description & Responsibilities:**



- Assist with various countywide operational initiatives projects and/or events.
- Provide administrative support, such as;
  - Auditing all DCM Google Group distribution lists and making recommendations on best practices to maintain the groups.
  - Develop a new Countywide organizational chart.
- Create a project from start to finish to revamp the DCM Commons (staff intranet) to better reflect information and resources.

### **Learning Outcomes:**

- Working with your strengths and growth interests (e.g., facilitating, presenting, planning, and strategizing).
- Coordinating a project with you that will be mutually beneficial for you and Multnomah County.
- Connecting you to key staff who can help deepen your understanding of public service.
- Gain valuable applied experience and make connections in professional fields you are considering for career paths.

### **Education and Minimum Qualifications:**

- Candidates should have completed or enrolled in a college/university academic institution.
- Promote a culture of respect, inclusiveness, and appreciation of diverse perspectives, backgrounds, and values ([Link to Equity and Empowerment Lens](#))
- Ability to communicate with customers and team members via phone, email, or in person
- Ability to both follow directions, work both independently and as a team.
- Experience with managing a project from start to finish.



- Ability to work cooperatively and develop effective working relationships with diverse work groups.
- Familiarity with Google Suite (e.g., Gmail, Calendar, Meet, Drive, Docs, and Slides).

**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 exemption 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.