

## LEGISLATIVE & GREEN BUILDING SERVICES MANAGER

Salem, Oregon  
\$61,812.00 - \$91,020.00/Year  
Full-Time

### Job Description

The Department of Consumer and Business Services (DCBS) is a progressive business regulatory state agency dedicated to the mission of protecting consumers and workers in the State of Oregon. The Building Codes Division, part of DCBS, adopts and enforces statewide building codes relating to the construction, reconstruction, alteration and repair of buildings and other structures and the installation of mechanical, plumbing, and electrical devices and equipment.

We are looking for an individual who understands the complexity of this working environment while dedicated to the consumers we support. If you have the skills we need, we can promise you an exciting career opportunity in public service.

The successful candidate will assist the administrator and deputy administrator; serve as senior policy advisor on policy and programmatic issues with statewide impact; and effectively recommends policy direction for the division. This position is key to division program evaluation and long- and short-range strategic planning. The position acts as a liaison to legislators, other state agencies, and stakeholder groups; and works with the Construction Industry Policy Advisory Committee, boards, and stakeholder groups to facilitate policy development for the division. The position supervises professional staff; manages the division legislative activities; manages green building initiatives; and manages the public affairs, communications, and training programs.

---

### Skill Requirements

INTERESTED? Here's What You Need:

The successful candidate will at a minimum have:

→ three years of public affairs or communications experience in a public or private organization.

Graduate level course work (48 quarter or 32 semester hours) in management may be substituted for one year of the required experience.

#### DESIRED ATTRIBUTES

- Must have excellent political acumen.
- Demonstrated ability to work with a variety of stakeholders who have competing interests.
- Strong negotiation, mediation skills.
- Demonstrated familiarity with Oregon Legislative process.
- Familiarity with sustainable development issues and stakeholders.

#### ADDITIONAL REQUIREMENTS

The successful candidate will have a valid driver's license and a satisfactory driving record. Note: Prior to an offer of employment, DCBS may request that you provide an official driving record.

Requirements of a satisfactory driving record:

A driver having a satisfactory driving record is defined as a driver who has not been convicted or forfeited bail for any of the following offenses and infractions:

- A major traffic offense in the last 24 months (Examples include reckless driving, driving under the influence of intoxicants, failing to perform the duties of a driver, criminal driving while suspended or revoked, fleeing or attempting to elude a police officer, and others),
- A felony revocation of driving privileges, or felony or misdemeanor conviction resulting in driver license suspension within the last 24 months,
- Three or more Class B traffic violations in the last 12 months,
- A careless driving conviction in the last 12 months,
- A Class A moving violation in the last 12 months (Class A is the most serious level of violation, e.g. going 30 miles over the speed limit).

#### SPECIAL INFORMATION

→ NOTE: Employment will be contingent upon the passing of a fingerprint-based criminal background check. Conviction of a crime will not automatically disqualify an individual from being considered for employment.

Obtain the detailed job description and information about this agency at [www.DCBSJobs.org](http://www.DCBSJobs.org)

or by e-mailing [DCBS.Recruiting@state.or.us](mailto:DCBS.Recruiting@state.or.us)

or by calling 503-378-3200.

Send application materials to:

Department of Consumer and Business Services

Employee Services

PO Box 14480

Salem, OR 97309-0405

- or fax to 503 378-5969

- or email to [DCBS.Recruiting@state.or.us](mailto:DCBS.Recruiting@state.or.us)

For hand delivery, bring to our street address at: 350 Winter Street NE;

Room 150, Salem, OR 97301.