



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
10/24/19

Agency: Office of the Governor

Facility:

[] New [x] Revised

This position is:

- [] Classified
[] Unclassified
[x] Executive Service
[] Mgmt Svc – Supervisory
[] Mgmt Svc – Managerial
[] Mgmt Svc - Confidential

SECTION 1. POSITION INFORMATION

a. Classification Title: Gov't Affairs Administrator 1
b. Classification No: Z7312
c. Effective Date:
d. Position No: 1210023
e. Working Title: Communications Director
f. Agency No: 12100
g. Section Title:
h. Budget Auth No:
i. Employee Name:
j. Repr. Code: MESN
k. Work Location (City – County): Salem
l. Supervisor Name: Deputy Chief External Affairs
m. Position: [x] Permanent [] Seasonal [] Limited Duration [] Academic Year
[x] Full-Time [] Part-Time [] Intermittent [] Job Share
n. FLSA: [x] Exempt [] Non-Exempt
If Exempt: [x] Executive [] Professional [] Administrative
o. Eligible for Overtime: [] Yes [x] No

SECTION 2. PROGRAM AND POSITION INFORMATION

a. Describe the program in which this position exists. Include program purpose, who's affected, size, and scope. Include relationship to agency mission.

The Governor is elected to a four-year term and is limited to two consecutive terms in office during any 12-year period.

The Governor is vested with the executive power of the state, charged with faithful execution of the laws and responsible for providing leadership, planning, and direction for the Executive Branch of state government. She has the authority to appoint most department and agency heads within the executive branch, as well as members of nearly 300 policymaking, regulatory, and advisory boards, and commissions—including the Racial Justice Council, which was founded in 2020 and is now codified in state law.

The Governor proposes a two-year budget to the Legislature, recommends a legislative program to each regular session and may also call special sessions. She reviews all bills passed by the Legislature and may veto measures she believes are not in the public interest.

The Governor chairs the State Land Board, which manages state-owned lands. The Governor acts as Superintendent of Public Instruction, directs state government’s coordination with local and federal governments and is Commander-in-Chief of the state’s military forces.

The Governor appoints judges to fill vacancies in judicial office, has extradition authority and may grant reprieves, commutations and pardons of criminal sentences.

b. Describe the primary purpose of this position, and how it functions within this program. Complete this statement. The primary purpose of this position is to:

This position serves as the principal advisor to the Governor on effective communications operations and strategies. This position leads the communications team and plans, directs, and coordinates activities designed to raise awareness about the Governor’s actions, policies, positions, and initiatives.

SECTION 3. DESCRIPTION OF DUTIES

List the major duties of the position. State the percentage of time for each duty. Mark “N” for new duties, “R” for revised duties or “NC” for no change in duties. Indicate whether the duty is an “Essential” (E) or “Non-Essential” (NE) function.

% of Time	N/R/NC	E/NE	DUTIES
100%	R	E	<ul style="list-style-type: none"> • Oversee the communications team. • Manage relationships and timely responses to all media inquiries to the Governor’s Office, including overseeing the scheduling and operation of press interviews, appearances, and conferences. • Oversee rapid response communications for the Governor’s Office, including the development of contingency plans and procedures for dissemination of information in the event of accidents and natural disasters. • Oversee strategic communications and messaging strategy for the Office of the Governor in coordination with the Chief of Staff and Executive Team, coordinate with state agencies as appropriate. • Oversee the preparation of speech materials for the Governor and First Spouse for press conferences and speaking events. • Oversee the Governor’s website content and social media messaging, Governor’s office newsletters, proclamations, and other key written initiatives. • Serve on the Scheduling Team, which involves

			<p>providing input on public appearances.</p> <ul style="list-style-type: none"> • Oversee writing and distribution of news/press releases and coordination of media notification of bill signings. • Serve on the Executive Team. • Special projects, as assigned, by the Governor or the Chief of Staff.
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SECTION 4. WORKING CONDITIONS

Describe any on-going working conditions. Include any physical, sensory, and environmental demands. State the frequency of exposure to these conditions.

Fast paced environment with multiple competing projects, tasks, and deadlines to meet with frequent interruptions. This position requires extra hours on evenings, weekends, and holidays during heavy workload periods, especially during legislative session. Frequent travel around the state. Occasional contact with those that may be hostile or upset about the Governor's position on various issues.

SECTION 5. GUIDELINES

a. List any established guidelines used in this position, such as state or federal laws or regulations, policies, manuals, or desk procedures.

Federal and State Laws, Oregon Revised Statutes, Oregon Administrative Rules, gubernatorial policies, and internal procedures.

b. How are these guidelines used?

Provide the parameters within which the employee interprets and applies professional research, analysis, and judgment.

SECTION 6. WORK CONTACTS

With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?

Who Contacted	How	Purpose	How Often?
Governor's Office Staff	In person, phone, email	Inform, discuss and collaborate on policy development.	Daily
Media	In person, phone, email	Respond to requests for information; serve as spokesperson for Governor in interviews; arrange and	Daily

Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

		coordinate interviews between media, Governor and senior staff; write press releases and press briefing information for Governor.	
Legislative Members and staff	In person, phone, email	Provide coordination and facilitation of information sharing, consultation, interpretation and explanation of policies & procedures; discuss issues; identify and provide options and recommendations.	As needed
Congressional Delegation	In person, phone, email	Provide coordination and facilitation of information sharing, consultation, interpretation and explanation of policies & procedures; discuss issues; identify and provide options and recommendations.	As needed
Agency Heads & Staff	In person, phone, email	Provide coordination and facilitation of information sharing, consultation, interpretation and explanation of policies & procedures; discuss issues; identify and provide options and recommendations.	As needed
Special Interest Groups	In person, phone, email	Provide coordination and facilitation of information sharing, consultation, interpretation and explanation of policies & procedures; discuss issues; identify and provide options and recommendations.	As needed
Business & Community Leaders	In person, phone, email	Provide coordination and facilitation of information sharing, consultation, interpretation and explanation of policies & procedures; discuss issues; identify and provide options and recommendations.	As needed
Citizen groups	In person, phone, email	Provide coordination and facilitation of information sharing, consultation, interpretation and explanation of policies & procedures; discuss issues; identify and provide options and recommendations.	As needed
Local Government Staff & Officials	Meetings, phone, email	Provide leadership, share information, problem solve, address needs	As needed

SECTION 7. POSITION RELATED DECISION MAKING

Describe the typical decisions of this position. Explain the direct effect of these decisions.

This position serves as the principal advisor to the Governor on effective communications operations and strategies. This position leads the communications team and plans, directs, and coordinates activities designed to raise awareness about the Governor’s actions, policies, positions, and initiatives.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
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Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

Business Ops Administrator 2		Meetings and reports	As needed	To review status of work, provide guidance, and strategize.

SECTION 9. OVERSIGHT FUNCTIONS THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY

a. How many employees are directly supervised by this position? 5
 How many employees are supervised through a subordinate supervisor? _____

b. Which of the following activities does this position do?

- | | |
|---|--|
| <input checked="" type="checkbox"/> Plan work | <input checked="" type="checkbox"/> Coordinates schedules |
| <input checked="" type="checkbox"/> Assigns work | <input type="checkbox"/> Hires and discharges |
| <input checked="" type="checkbox"/> Approves work | <input checked="" type="checkbox"/> Recommends hiring |
| <input checked="" type="checkbox"/> Responds to grievances | <input checked="" type="checkbox"/> Gives input for performance evaluations |
| <input checked="" type="checkbox"/> Disciplines and rewards | <input checked="" type="checkbox"/> Prepares & signs performance evaluations |

SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION

ADDITIONAL REQUIREMENTS: List any knowledge and skills needed at time of hire that are not already required in the classification specification:

- Advanced education or extensive work experience in public relations.
- Knowledge of media production, communication, and dissemination techniques and methods. This includes alternative ways to inform and entertain via written, oral, and visual media.
- Thorough understanding of the structure and procedures of Oregon state government to include budget, legislative, rulemaking, and agency administrative processes.
- Ability to manage conflict, lead dispute resolution and foster collaboration among diverse groups and individuals over health policy issues.
- Ability to build the Governor’s policy positions in a manner that creates a prominent theme and the ability to create effective media coverage in a manner that fosters public support for and understanding of the Governor’s priorities.

- The ability to communicate effectively in writing as appropriate for the needs of the audience.
- The ability to orally communicate information and ideas in a manner others will understand.

BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate the following:

Operating Area	Biennial Amount (\$00000.00)	Fund Type
<i>Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".</i>		

SECTION 11. ORGANIZATIONAL CHART

Attach a current organizational chart. Be sure the following information is shown on the chart for each position: classification title, classification number, salary range, employee name and position number.

SECTION 12. SIGNATURES

Employee Signature Date _____
Supervisor Signature Date

Appointing Authority Signature Date