



The Oregon Secretary Of State's Strategic Risk Management Division is Recruiting for a permanent:

Project Manager Office Manager (Information Technology Manager 2)

Application Deadline: 10/18/2026



MONTH/NON-PERS*

\$9,204- \$14,936



MONTH/PERS*

\$9,756 - \$15,833

ABOUT THE AGENCY

The Oregon Secretary of State is one of three constitutional offices created at statehood. As an independent constitutional officer, the Secretary of State answers directly and solely to the people of Oregon.

Our Mission

Build trust between the people of Oregon and our state government so that public services can make a positive impact in peoples' lives.

Our Vision

We envision an Oregon without barriers, where we lead with our values and believe every voice should be heard. We do so by:

- Building equitable access to our democracy.
- Making tools easily available to achieve economic success.
- Ensuring state resources are used sustainably, efficiently and accountable to the public.
- Honestly acknowledging Oregon's history.

The Secretary of State employs approximately 245 full-time, part-time, and temporary employees. The Secretary oversees the functions of eight program divisions: Archives, Audits, Corporation, Elections, Business Services, Information Systems, Strategic Risk Management and Human Resources.

Our Values

Access For All

We elevate equity through identifying and actively eliminating barriers.

Authenticity

We have integrity and are honest and true to ourselves and others.

Clarity

We share stories, using plain language to increase understand and impact.

Respect

We are committed to serving the people of Oregon and strive to understand all viewpoints.

Service

We are responsive and prioritize the needs of current and future Oregonians we serve.



CLASSIFICATION: Information Technology Manager 2

WORKING TITLE: Project Manager Office Manager

CLASS NUMBER: C7884

ANNOUNCEMENT NUMBER: REQ-207360

We have one full-time permanent opportunity in the Strategic Risk Management Division at the Secretary of State located in Salem.

WHAT YOU WILL DO:

In this role, you will oversee the Project Management Office (PMO) for the Secretary of State's Office and provide leadership on strategic projects and initiatives.

This is accomplished in part by, but not limited to:

Project Direction and Consultation:

- Working with Project Managers and Business Analysts to remove obstacles and ensure projects progress through phases as planned
- Checking in with Project Sponsors to confirm project goals, timelines, and deliverables are being met

Strategic Planning and Organizational Management:

- Working with Agency Leadership on project initiation to ensure proposed ideas have appropriate support, resources, and alignment with strategic priorities
- Reviewing budget documents and legislation in preparation for organizational changes with anticipated PMO involvement
- Meeting with Division Leadership to discuss division priorities, PMO services, and opportunities for improved collaboration

Organizational Change Management:

- Create and maintain templates for Organization Change Management activities to support agency projects and initiatives
- Report progress on change management activities to project and Agency Leadership, highlighting risks, readiness, and adoption metrics

Staff Management:

- Direct and manage the day-to-day operations of the PMO
- Provide clear feedback, coaching, and performance expectations to six direct reports
- Plan, assign, prioritize and review staff work to ensure high-quality deliverables and effective workload management



TO QUALIFY

Studies have shown that women and people of color are less likely to apply for jobs unless they meet every one of the qualifications listed. We are most interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. We would encourage you to apply, even if you don't meet every one of our desired qualifications listed.

Your application must demonstrate education and/or experience in the following:

Six years* of supervision, management, or progressively related experience;

OR

Three years* of related experience and a **bachelor's degree**** in a related field.

*Experience must include direct supervision and management over staff which included authority to: Hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward or discipline other employees, or responsibility to direct them, or to address their grievances, or to effectively recommend such action(s).

**All applicants using their education to meet the position requirements must submit a copy of all transcripts no later than interview to receive credit for college degrees or coursework. Credits must be from an accredited college or university. Transcripts must include name, coursework and indicate that a degree was obtained. On-line transcripts are acceptable for application. A copy of official transcripts will be required at time of hire.



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As the most competitive candidate, your application will demonstrate the following skills and experience:

- Project Management – experience applying project management methodology to initiatives at a scale that impacts all or a significant portion of the organization through schedule, scope, and budget management.
- Strategic Thinker – ability to see the big picture and anticipate long term needs and align today's projects objectives with strategic goals.
- Leadership and Team Management - ability to lead and motivate a diverse team, manage workloads effectively, and foster a collaborative work environment that drives high performance and continuous improvement in a fast-paced, politically sensitive environment.
- Business Acumen - experience applying business and management principles involved in strategic planning, resource allocation, leadership technique, and coordination of people and resources (financial, procurement, asset, and information).
- Communication and Reporting – ability to prepare and deliver reports and communication to business divisions, executive management, and project teams. Experience preparing reports to external oversight bodies on strategy and status of large projects.
- Staff Development - actively engage and motivate employees to recognize their potential and support success by identifying training needs and professional development.

Preference may be awarded for active Project Management Professional (PMP), Organizational Change Management, or other relevant certification.



How to Apply

This recruitment will close on Sunday, October 18, 2026 at 11:59 pm.

Current State of Oregon employees
must apply in Workday under the
Career worklet here:

Apply [Here](#)

Non-state of Oregon employees
must apply here:

Apply [Here](#)



We are not looking for people who are looking for a job, we are looking for people who want to serve the State of Oregon and make a difference in others' lives.

ADDITIONAL INFORMATION

The state of Oregon has moved to an online application system, Oregon E-Recruit System. All current employment opportunities can be found on the Oregon job opportunities page for non-state of Oregon employees.

Application materials must be received by the close date and must be complete and legible. The Secretary of State's office is not responsible for materials that are late, misdirected, illegible or missing as a result of transmitting through the State of Oregon, Workday system.

No exceptions will be made.

Please pay special attention to the application instructions in the announcement to ensure your application materials are submitted correctly.

Veteran's Preference:

Eligible veterans who meet the qualifications will be given veterans' preference. To receive preference, you MUST attach appropriate documentation when Workday prompts you to in a follow-up action.

If you are a veteran or disabled veteran, please include a copy of your Certificate of Release or Discharge from Active Duty (DD Form 214 or 215) or a letter from the US Dept. of Veteran's Affairs indicating receipt of a non-service-connected pension. Disabled Veteran's must also submit a copy of their Veteran's disability preference letter from the Dept. of Veteran Affairs unless the information is included in the DD Form 214 or 215. Do not include veteran documents in your initial application.

The Secretary of State's Office does not have procedures or policies in place for VISA sponsorships. Within three-days of hire, you will be required to complete the US Department of Homeland Security's I-9 form confirming authorization to work in the United States.

The selection process consists of a review of your application materials and an evaluation of your education, experience, and training. Please note that your response will also be evaluated for grammar, spelling, and punctuation. Qualified applicants whose background most closely matches the needs of the position will be invited to interview. Final candidates may be asked to participate in additional interviews.

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



THE WILLAMETTE VALLEY

The Willamette Valley and surrounding area is rich in recreational activities with many parks, rivers, lakes, and mountains to enjoy. Hiking, fishing, hunting, biking, boating, equestrian, kayaking and whitewater rafting, and organized children's sports and activities abound. Salem is also home to many artisan markets, theatres, museums, art and music festivals, and the Oregon State Fair. A short drive to the east of Salem is world-class skiing in the Cascade Mountains. To the west are many beautiful public beaches on the Pacific Ocean. An hour's drive north of Salem is Portland, Oregon's cultural hub and largest city. To the south, are the breathtaking rivers and canyons of the beautiful Rogue Valley. The south also hosts many cultural events such as the world-renowned Oregon Shakespeare Festival, held every summer in the quaint college town of Ashland.



[The Willamette Valley](#)



[Salem](#)



[Wilsonville](#)



[Portland](#)

COMPENSATION AND BENEFITS

What's in it For You

Family Friendly Work Life Balance

(Paid time off: 12 holidays, 3 personal days, short and long term disability benefits, generous vacation accrual, and sick leave).

Take Care of Yourself and Your Family

(Comprehensive employee benefits, choice of medical plans, vision plan, life insurance, child care flexible spending account, employee assistance program).

Celebrate Uniqueness

Diversity and **inclusion** are cornerstones of our values. We recognize that diversity and inclusion are critical to developing a talented, high-performing workforce and are committed to providing a supportive work environment in which all of our employees can thrive and reach their full potential. We strive to maintain a culture that attracts, develops and retains a diverse workforce that closely

mirrors the residents of our community. We learn from and respect the cultures in which we operate and value the uniqueness of individual talents, experiences and ideas.

Invest in Your Future:

(Pension plan, deferred comp, short and long term disability plan, flexible spending accounts for healthcare and dependent care).

Be Appreciated

(Employee recognition events, agency unique employee recognition program allowing for additional leave options such as vacation buy-out and sick leave roll-over, dynamic employees doing impactful work).

ADA

At the Secretary of State, we value community and foster a sense of belonging for our employees.