**EXCITING CAREER OPPORTUNITY!**

**THE OREGON SECRETARY OF STATE**

**ARCHIVES DIVISION**

**IS RECRUITING FOR AN**

**REFERENCE UNIT MANAGER**

$5,336—$8,254 Monthly*

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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.

**The Secretary’s Vision —**

As Servant Leaders, we will apply experience, knowledge, and abilities to improve transparency, accountability, and integrity in Oregon government.

**Our Mission —**

The Secretary of State is committed to:

- Serving our community by building relationships and focusing on equity for all Oregonians.
- Upholding the Constitution and the laws of the state of Oregon.
- Encouraging voter participation and maximizing access while ensuring election integrity.
- Ensuring taxpayers receive maximum value for their tax dollars and protection of their privacy and personal information.
- Building Oregon’s economy by making it easier to start and do business in Oregon, removing barriers, providing small business assistance, and creating an environment where new businesses can grow, prosper, and create family-wage jobs.
- Preserving and promoting accessibility to Oregon’s public records for the benefit of all peoples.
- Empowering Oregonians by providing timely and accurate information about their government, connecting through outreach activities, and protecting whistle blowers.

**We Value —**

- We value the people of Oregon: our staff, our customers, our partners, and our stakeholders.
- We value the character of Oregon: liberty, equality, equity, loyalty, honesty, security, diversity, and sustainability.

The Secretary of State employs approximately 200 full-time, part-time, and temporary employees. The Secretary oversees the functions of seven program divisions: Archives, Audits, Corporations, Elections, Business Services, Information Systems, and Human Resources.

For more information about the Oregon Office of Secretary of State, please visit: [www.sos.state.or.us](http://www.sos.state.or.us)

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**CLASSIFICATION:** Principal Executive Manager D  
**WORKING TITLE:** Reference Unit Manager  
**CLASS NUMBER:** X7006  
**ANNOUNCEMENT NUMBER:** REQ-11233

*An Equal Opportunity and Affirmative Action Employer*

*Non-PERS eligible rate reflected*
Salem, Oregon is a growing community located in the heart of the Willamette Valley. The Willamette Valley is one of the most fertile and agriculturally productive regions in the world. The area is dotted with cities, farms, and forests and is considered one of the most livable areas of the country, offering a low cost-of-living, quality schools, and mild weather. The city covers 47 square miles and has a population of approximately 147,215. Salem, the state capital, is one of the valley’s oldest cities and the third largest city in Oregon. The principal industries are agriculture, Government, food processing, lumber, manufacturing, education, and tourism. Salem has both private and public schools, pre-school through university level. There are four universities, a law school, and two community colleges within a 30-mile radius.

The Salem area is rich with parks, rivers, lakes, and recreational activities, including hiking, fishing, biking, boating, equestrian trails, organized children’s sports and activities, Saturday artisan markets, theatre, museums, art fairs, music fairs, and the Oregon State Fair. A short driving distance to the east is world class skiing in the Cascade Mountains. To the west are many beautiful public beaches on the Pacific Ocean. To the north is Portland, Oregon’s cultural hub and largest city, and to the south are the rivers and canyons of the beautiful Rogue Valley and the annual Oregon Shakespeare Festival in Ashland.

Compensation and benefits

The Secretary of State offers an exceptional compensation and benefits program committed to employee well-being which includes:

- 10 paid holidays
- 24 hours of Personal Business
- Vacation leave and sick leave earned monthly
- A generous contribution toward individual and family health and dental insurance
- Employer paid $5,000 basic life insurance with additional coverage available including long and short-term disability plans, accidental death and dismemberment plans and long-term care insurance
- Option to participate in the Oregon Savings Growth Plan, a deferred compensation program offering a wide variety of investment options
- Flexible spending accounts (FSA)
Position Description

Typical job duties may include, but are not limited to, the tasks listed below:

- Serve as the senior research advisor for the Archives Division.
- Plan and develop reference and research programs.
- Develop, implement, and document policies, procedures, standards, best practices, and workflows for preservation and appraisal of all records as well as storage and retrieval.
- Ensure the proper disposition of the state’s historical records.
- Determine research trends, resource needs, and use of facilities.
- Manage the development, implementation, and maintenance of new technologies or automated systems to improve service and efficiency. Participate in research of technological advances to address user needs.
- Evaluate current and future direction of systems.
- Promote the use of collections through web pages, on-line exhibits, lecture, print/electronic guides, newsletters and other publications, presentations, instructional sessions, and other outreach activities.
- Ensure internet resources and information are available, updated, and easily accessible for customers.
- Act as liaison to local, state, and national groups and individuals regarding record preservation, transfer of records, and access to records. Consult with the public and organizations requesting assistance in preservation and basic archival practices.
- Identify and coordinate traveling exhibits for lobby gallery as well as plan and create educational exhibits.
- Coordinate the use of the Division’s holdings when used in exhibits or publications by other institutions.
- Manage the daily operations of the Reference Unit including but not limited to: hiring, training/coaching, planning, assigning, prioritizing and reviewing work, evaluating performance, implementing disciplinary action, and responding to complaints.
- Assist the Archives Division Director with strategic planning (short and long-term goals) to enhance the effectiveness of the division.

To qualify

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

**Six years** of experience in supervision, staff-technical, or professional-level work related to Archives, Library, or Information Management. **Two of those years must include the supervision and management of a program, section, or unit which included:**

- a) development of program rules and policies,
- b) development of long- and short-range goals and plans,
- c) program evaluation,
- and d) budget preparation.

**NOTE:** A Bachelor’s degree or equivalent course work (144 quarter or 96 semester hours) in a field related to management, such as Business or Public Administration, or a field related to the program of the employing agency, may be substituted for three years of the required experience, but will not substitute for the two years of specialized experience.

All applicants must submit a photocopy of all transcripts with their application 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.

Successful candidates must pass a criminal history check as well as a thorough background investigation. Adverse background data may be grounds for immediate disqualification.
How to Apply

This recruitment will close on Tuesday, June 11th, 2019 at midnight.

Oregon state government is excited to announce its recruitment system transition from NEOGOV to Workday. This change took place in February 2019. For more information on how the transition will affect you, please visit the Applicant FAQ.

Current state of Oregon employees must apply in Workday under the Career worklet here: Reference Unit Manager

Non-state of Oregon employees must apply HERE.

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 English usage, 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 work place.