

Position Announcement:**Oregon Consensus Program Director (.5 FTE)****National Policy Consensus Center
Portland State University****Application Deadline: April 2, 2010, 5:00 p.m. PDT****Portland State University**

Oregon Consensus (OC) is the State of Oregon's program to provide mediation and other alternative dispute resolution services to public bodies and persons who have disputes with public bodies throughout the state. The mission of OC is to move Oregon to more effective and more collaborative approaches for public decision-making, implementation and conflict resolution. Oregon Consensus is part of the National Policy Consensus Center (NPCC) at Portland State University. OC is seeking an experienced professional for its Program Director position to serve in a .5 FTE capacity. Program expansion or reorganization may result in a 1.0 FTE position at a future date. The Program Director will supervise 5 FTE staff, numerous contractors, and a budget of about \$1 million. Portland State is an urban university located in downtown Portland, Oregon, and is known as a leader in community engagement. Portland State enrolls over 24,000 students with over 1,800 students living in on-campus housing. For additional information on OC, please visit www.orconsensus.pdx.edu.

Major Duties and Responsibilities

This position is responsible for the following:

Manage and supervise a team of Project Managers, Program Coordinator, Graduate Research Assistant, and private contractors in the provision of a forum for neutral public policy mediation, facilitation, and consensus services

- Supervise and manage OC administrative staff or Graduate Research Assistants
- Assess projects, assign, mentor and supervise Program Managers, Project Managers, and private contractors
- Manage the OC budget; prepare OC budget for the next fiscal year
- Develop and maintain reporting mechanisms
- Represent PSU and the Hatfield School of Government as a neutral convener for collaborative processes
- Actively participate on the NPCC Management Team and look for opportunities for integrating programs within the Center
- Charter, empower, and mobilize internal teams to collaborate on all aspects of Oregon Consensus projects
- Leverage funds allocated by the Legislature by securing grants, contracts, intergovernmental and interagency agreements for some services
- Regularly meet with and report to the Deputy Director for Oregon Programs about project progress and issues. Alert the Deputy Director as problems or issues arise with a project

Coordinate and integrate public policy dispute resolution and collaborative governance activities and programs

- Work with the Oregon Department of Justice to coordinate provision of services to state agencies
- Work with community dispute resolution programs to develop mentoring or pilot projects for using community volunteer mediators in local public policy issues
- Develop and implement MOUs with other Institutes, agencies and programs to integrate other disciplines with collaborative processes
- Respond to inquiries for project and systems design; provide technical assistance
- Work to further develop the emerging field of collaborative governance in Oregon including supporting leaders who play a convening role
- Work to advance OC as a national leader in neutral public policy mediation, facilitation, and consensus services
- Coordinate among various programs at PSU and within the State of Oregon relating to public policy dispute resolution, training of private contractors and expansion of the use of collaborative approaches to resolve public policy issues in communities and within state government
- Work with elected officials and their staff, state agency leaders, public bodies throughout the state, advocacy groups and key stakeholders in high profile policy decisions or disputes to promote the use of collaboration and to design collaborative approaches, convene parties in collaborative processes, and reach consensus solutions

Develop and maintain a qualified pool of private contractors

- Work to identify qualified facilitators/mediators in various issue areas, and develop a relationship for them to provide services on behalf of OC
- Work with OC mediators and facilitators to improve practice, expand skill sets, and track fulfillment of established performance standards
- Work with less-experienced mediators and facilitators with experience in particular issue areas; find ways to help them develop the skills to work with OC
- Assist in the development of a mentoring program for mediators

Required skills, knowledge and abilities:

- Demonstrated ability to lead, manage, and supervise a team of employees to reach identified goals
- Demonstrated ability in project management, budgeting, decision-making, strategic planning and strategic plan execution
- Demonstrated ability to operate effectively in an organization that uses a Team Management approach
- Extensive facilitation/mediation skills, knowledge and experience in public policy collaboration, mediation, and conflict resolution
- Demonstrated success in mediating/facilitating collaborative processes
- Extensive knowledge of both collaborative processes and collaborative systems design
- Demonstrated ability to assess conflict situations and design appropriate dispute resolution or consensus processes
- Leadership abilities, strong interpersonal, oral and written communication skills, and the ability to establish effective working relationships with people from diverse backgrounds
- Knowledge and experience with public policy issues and an understanding of administrative processes, regulations, and public administration
- Demonstrated ability to function effectively in highly political and contentious situations
- Eight years of increasingly responsible experience in the field of conflict resolution, mediation, or other collaborative consensus decision-making, public administration, or a closely related field.
- Five years of administrative or managerial responsibility involving responsibility for the planning, organization, implementation, and supervision of varied work programs. Experience with public policy issues in government is preferred.

- Master's degree from an accredited college or university in conflict resolution, mediation, or other collaborative consensus decision-making, public administration, or a closely related field. J.D. or PhD. in the field of conflict resolution, mediation, or other collaborative consensus decision-making, public administration, or a related field is preferred.
- Oregon driver's license and ability to complete a background check successfully

Preferred skills, knowledge and abilities

- Knowledge of business and non-profit needs and resources
- Ability to be a self starter, who is comfortable taking initiative, handling responsibilities and able to manage many tasks, people and projects at the same time
- Strong analytical and problem solving skills
- Proficiency with word processing software, internet use and electronic communications
- Ability to seek out and integrate public, private and non-profit resources
- Ability to relate well with high level public officials and with advocates with strongly held views
- Experience in managing a program within an academic environment
- Knowledge and experience of collaborative governance systems and processes in Oregon

Compensation

Salary range for the .5 FTE is \$38,969 – \$47,351 plus an excellent benefits package including fully paid healthcare, reduced tuition rates, and a generous retirement and vacation package. Benefits information is available at www.pdx.edu/hr. This is a 12-month, renewable, .5 FTE position.

To Apply

E-mail a letter of interest, current resume, and the names, addresses and telephone numbers of at least three professional references to Cat McGinnis at mcginncc@pdx.edu. Correspondence will be conducted primarily by e-mail. If you do not have e-mail, send application materials to:

Cat McGinnis
 Search Committee Coordinator
 NPCC/Portland State University
 College of Urban and Public Affairs
 PO Box 751 - URBN720
 Portland, OR 97207-0751

Deadline for Applications

Applications are due no later than April 2, 2010, 5:00 p.m. PDT.

Portland State University is an Affirmative Action, Equal Opportunity institution, and welcomes applications from diverse candidates and candidates who support diversity.