

Oregon Housing & Community Services

Chief Operation Officer

Business Operations Admin. 1

(Hybrid) – Salem and/or Portland, OR

The Chief Operations Officer of the operations division is a crucial leadership position at Oregon Housing & Community Services (OHCS). This is impactful work which includes leading teams comprised of diverse and expert staff, cultivating working relationships with state and local government and culturally specific, community based, philanthropic and private sector partners. OHCS believes budgets are moral documents, to that end authentic and transparent partnerships are invaluable to us. If you are an innovative and visionary leader in housing and committed to equity and racial justice, public transparency, and improving access to affordable housing, we would love to meet you!

OUR COMMITMENT TO EQUITY, DIVERSITY, & INCLUSION

OHCS commits to inclusive excellence by advancing equity and diversity in all that we do. We are an Affirmative Action/Equal Opportunity employer and encourage applications from members of historically underrepresented racial/ethnic groups, women, individuals with disabilities, veterans, LGBTQ+ community members, and others to help us achieve our vision of a diverse and inclusive community.

Our **Vision** is that all Oregonians can pursue prosperity and live free from poverty.

Our **Mission** is to provide stable and affordable housing and engage leaders to develop integrated statewide policy that addresses poverty and provides opportunity for Oregonians.

Our **Core Values**: Collaboration – Compassion – Equity – Integrity – Leadership – Transparency.

IMPORTANT INFORMATION

- **This position is open to current State employees ONLY.**
- Working Condition: Hybrid > This position has some requirements for in-person work.
- This is a permanent, full time, Executive level service position.
- **This position requires both a resume and a cover letter, the cover letter will need to address the desired attributes listed in this job posting.**

WHAT YOU WILL DO

The Chief Operating Officer (COO) will have both internal and external responsibilities focused on advancing the agency strategic operational plans to ensure OHCS operations deliver on senior leaderships programmatic aspirations and expectations. Success in the COO role will be defined through the lens of understanding and aligning to Senior Leaderships collective and individual needs to ensure timely and outcomes-based program delivery, and ensuring administrative functions consistently deliver on those expectations. As COO, the incumbent will work closely with the Executive Director and the Deputy Director on business planning for the Agency.

This is an executive level position functionally leading teams in charge of project management, information technology, business services, and strategic operations plan delivery within the organization. The incumbent will provide guidance and direction to the managers of these various sections consistent with the agency's values in centering relationship and advancing diversity, equity, inclusion and belonging. The COO is accountable for leading and managing all operational and administrative aspects of the agency in alignment with key priorities and values. The COO will collaborate with leaders across the agency to improve the administrative procedures and operational services of the agency.

MINIMUM QUALIFICATIONS

Five years of management experience; OR two years of management experience and a bachelor's degree in a related field.

To request a copy of the position description, please contact: HCS_HR.Solutions@HCS.oregon.gov

DESIRED ATTRIBUTES

The most competitive candidates will possess the following attributes, experience, and knowledge:

- Demonstrates ability to effectively link metrics and outcomes with program objectives.
- Shows skill in executing plans and critically assessing processes for alignment with organizational goals.
- Consistently delivers projects on time and within scope, establishing trust across teams.
- Exhibits proficiency in producing clear, organized communication in memos and presentations.
- Experience building and maintaining strong relationships with executive leadership to address challenges effectively.
- Fosters a positive workplace culture that promotes boldness and accountability among team members.
- Ability to inspire team members through personal actions, encouraging ownership and initiative.
- Actively identifies and pursues opportunities for enhancing processes and program delivery outcomes.
- Experience promoting diversity, equity, and inclusion principles and practices in the workplace.

WHAT'S IN IT FOR YOU

You will become part of an innovative and strategic group of professionals and enjoy a competitive salary and benefits package!

- A positive environment that offers opportunities for career growth and cross-training.
- An agency that supports and encourages work/life balance and overall wellness.
- [Generous benefits package](#) including, employer-paid health insurance, vacation, and sick leave, eleven paid holidays, three paid personal days, flexible spending accounts, and an employer contribution retirement plan ([PERS](#)).
- The posted salary range is the total possible range for the classification. Candidates are screened through a Pay Equity process that evaluates various factors. Please see the [Pay Equity](#) website for more information.

RECRUITMENT TIMELINE

***These dates are approximate and may change. ***

- **Recruitment Closes:** 2/25/2025
- **Recruiter Screening for Minimum Qualifications:** *On-going*
- **Hiring Manager Screening for Requested Skills:** *On-going*
- **1st Round of Interviews:** *Week of March 3rd 2025*
- **2nd Round of Interviews:** *Week of March 10th*
- **Meet & Greet:** *Week of March 24th*
- **Anticipated Start Date:** *May 5th 2025*

APPLICATION GUIDANCE AND REQUIREMENTS

- **Current State of Oregon employees:** Apply via your employee Workday account.
- **External applicants:** View this [application instructional video](#). A PDF is also available by [clicking here](#).
- **REQUIRED:** Attach your most up-to-date **Resume (no more than 3 pages)**. Please ensure your Workday profile matches your submitted resume.

- **REQUIRED:** Attach a **2-page Cover Letter** that demonstrates how you meet the “Desired Attributes” for this position.
- **A Cover Letter that does not meet the required criteria will be graded as ineligible.**

If you have questions about the job announcement, or need an alternate format to apply, please contact the HR Solutions Inbox at: HCS_HR.Solutions@oregon.gov

WHO WE ARE

Oregon Housing and Community Services (OHCS) is Oregon’s housing finance agency. We provide financial and program support to create and preserve opportunities for quality, affordable housing for Oregonians of lower and moderate income. Our vision is that all Oregonians can pursue prosperity and to live free from poverty. Across Oregon, housing has emerged as a paramount concern. The lack of available housing, high rents and high home prices are driving rapid increases in housing instability and homelessness. The data is clear: too many Oregonians are without a safe, stable, and affordable place to call home.

OHCS is placing a greater emphasis on strategic planning and the way we invest our resources. Recently, we have restructured, refocused, and reimagined our agency. Our work has led to an increased emphasis on data, research, and customer service. We are carrying that effort forward with the [Statewide Housing Plan](#). The plan articulates the extent of Oregon's housing problem and what we can do to address it. OHCS committed to the Housing Stability Council and our stakeholders that the plan will be responsive to the needs of the state.

OHCS released its [Building Oregon's Future: 2023 Annual Report](#) to update the agency’s significant progress in meeting the goals outlined in the 2019 Statewide Housing Plan. We are now more than halfway into the five-year plan.

To learn more about Oregon Housing and Community Services, visit our website:

<https://www.oregon.gov/OHCS/pages/index.aspx>

Operations Division

Oregon Housing and Community Services (OHCS) provides stable and affordable housing and engages leaders to develop integrated statewide policy that addresses poverty and provides opportunity for Oregonians. OHCS’s vision for the state is that all Oregonians have the opportunity to pursue prosperity and live free from poverty.

OHCS focuses on housing stabilization – from preventing and ending homelessness, assisting with utilities to keep someone stable, to financing multifamily affordable housing, to encouraging homeownership. OHCS serves as the state's affordable housing finance agency and community services program administrator. OHCS provides financial and program support to create and preserve quality, affordable housing for Oregonians of lower and moderate incomes. The department administers federal and state programs that support housing stabilization, including preventing and ending homelessness, energy assistance, and other critical antipoverty services.

OHCS’ Operations Division is comprised of sections that support the agency to achieve its mission. This includes information systems, project management, and business services. Work performed in this division ensures equity, accountability, transparency, stewardship, and security of state resources.

WANT TO KNOW MORE? LET US HELP YOU!

- If you need a reasonable accommodation under the Americans with Disabilities Act (ADA), have questions or need assistance with the application process, please send your request to HCS_HR.Solutions@hcs.oregon.gov and include the job requisition number.

- The salary listed is the non-PERS qualifying salary range. If the successful candidate is PERS qualifying, the salary range will reflect an additional 6.95%. Please review the [Classification and Compensation](#) page for more details.
- Please save a copy of this job announcement for reference as it may not be available to view after the job closes.
- Finalists will be subject to a computerized criminal history check. Adverse background data may be grounds for immediate disqualification.
- **Work Authorization:** Oregon Housing & Community Services (OHCS) does not offer VISA sponsorships. Within three days of hire, you will be required to complete the US Department of Homeland Security's I-9 form containing authorization to work in the United States. OHCS will use E-Verify to confirm that you are authorized to work in the United States.
- **Veteran's Preference:** Eligible veterans who meet the qualifications will be given veterans' preference. For further information, please see the following website: [Veterans Resources](#). NOTE: If claiming veterans' preference please be sure to check your Workday account for pending tasks or actions under your "My Applications" section.

APPENDIX

Emails

- HCS_HR.Solutions@hcs.oregon.gov

Links

- [Application Instructional PDF](#)
- [Application Instructional Video](#)
- [Benefits Information](#)
- [Classification and Compensation Page](#)
- [OHCS Website](#)
- [Oregon's Statewide Housing Plan – Halfway Progress Report](#)
- [Oregon's Statewide Housing Plan – Full Plan](#)
- [Pay Equity](#)
- [Public Employees Retirement System \(PERS\)](#)
- [Veterans Resources](#)