



**STATE OF OREGON  
POSITION DESCRIPTION**

**Position Revised  
Date: March 2026**

**This position is:**

- Classified
- Unclassified
- Executive Service
- Mgmt Svc – Supervisory
- Mgmt Svc – Managerial
- Mgmt Svc - Confidential

**Agency:** The Department of Administrative Services

**Division:** Enterprise Asset Management

Revised  New

**SECTION 1. POSITION INFORMATION**

|   |                                    |
|---|------------------------------------|
| a. Classification Title: <u>Operations Policy Analyst 4</u>           | b. Classification No: <u>X0873</u> |
| c. Effective Date: _____  | d. Position No: _____              |
| e. Working Title: <u>Moda Center Joint Authority Program Director</u> | f. Agency No: <u>10700</u>         |
| g. Section Title: <u>Statewide Coordination</u>                       | h. Budget Auth No: _____           |
| i. Employee Name: <u>Vacant</u>                                       | j. Repr. Code: <u>MMN</u>          |
| k. Work Location (City – County): <u>Salem and Portland</u>           |                                    |
| l. Supervisor Name: <u>EAM Administrator</u>                          |                                    |

|              |   |                                    |   |  |
|--------------|---|------------------------------------|---|--|
| m. Position: | <input checked="" type="checkbox"/> Permanent | <input type="checkbox"/> Seasonal  | <input type="checkbox"/> Limited Duration | <input type="checkbox"/> Academic Year |
|              | <input checked="" type="checkbox"/> Full-Time | <input type="checkbox"/> Part-Time | <input type="checkbox"/> Intermittent     | <input type="checkbox"/> Job Share     |

|          |  |            |  |                           |  |
|----------|--|------------|--|---------------------------|--|
| n. FLSA: | <input checked="" type="checkbox"/> Exempt | If Exempt: | <input type="checkbox"/> Executive                 | o. Eligible for Overtime: | <input type="checkbox"/> Yes           |
|          | <input type="checkbox"/> Non-Exempt        |            | <input type="checkbox"/> Professional              |                           | <input checked="" type="checkbox"/> No |
|          |  |            | <input checked="" type="checkbox"/> Administrative |                           |  |

**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 Department of Administrative Services (“DAS”) is the central administrative agency that leads state government to implement the policy and budget decisions of the Governor and Oregon Legislature. Employing an enterprise-wide perspective, DAS serves state government by developing and upholding accountability standards to ensure productive and efficient use of state government’s financial, human and information resources.

DAS provides a stable management infrastructure and essential business services including technology, financial, procurement, publishing/distribution, human resources and facility asset management. These services support and enable state and local government agencies to carry out their missions, benefiting all Oregonians.

To accomplish its mission, DAS partners with private enterprise, citizens, customer service boards and other governmental entities to ensure efficient and effective delivery of government services.

Enterprise Asset Management is comprised of the Facilities Program, including Maintenance, Operations, Planning and Construction Management, and Real Estate Services; the Statewide Fleet Administration and Parking Services Program, and the Oregon Surplus Property Program. The core focus of these programs is property management, both real and personal, for the benefit and optimal use of state government enterprise-wide to support agencies space, travel, and operational needs. We are responsible for cost effective, quality, and efficient asset life cycle management: acquisition, operation, maintenance, and disposal.

**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:**

The primary purpose of this position is to lead and manage all statewide policy, fiscal, operational, governance, and construction-related responsibilities required under Senate Bill 1501 for establishment and operation of the Moda Center joint authority, renovation oversight, and related funding coordination.

The secondary purpose of this position is to coordinate and manage significant work efforts across DAS. This person will provide project management support and direction to potentially several divisions within DAS, including but not limited to the Chief Financial Office, Director’s office, and Enterprise Asset Management.

This role will lead large and complex policy and operational projects to research, analyze and evaluate policy and program issues and initiate change that spans the enterprise. Many of these issues are designated as high priority projects from DAS, the Governor and/or the Legislature, and require this role to coordinate work groups with senior policy advisors at partner agencies, external stakeholders, industry consultants, legal counsel and other organizations. High priority work includes legislative implementation.

**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  |
|-----------|--------|------|---|
| 60%       | N      | E    | <p><b>Project Management, Coordination and Oversight:</b></p> <p><b>Renovation &amp; Capital Project Oversight:</b> Coordinate and manage process for renovation plans, scopes, schedules, and budgets; Ensure compliance with procurement, construction standards, and state requirements; Mitigate project risks and scope changes on behalf of the state.</p> <p><b>Financial Systems &amp; Oregon Arena Fund Implementation:</b> Coordinate with DAS and the Department of Revenue as needed for financial tracking; Establish data and reporting systems; Track expenditures and project progress against predetermined schedules, scopes and budgets; Prepare audit-ready documentation.</p> <p><b>Legislative Implementation &amp; Ongoing Compliance:</b> Draft quarterly Legislative reports; Advise DAS leadership on legislative impacts; Monitor statutory changes and ensure agency compliance; Manage all</p> |

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

|      |     |     |   |
|------|-----|-----|---|
|      |     |     | <p>transparency requirements.</p> <p><b>Communications &amp; Legislative and Executive Reporting:</b> Prepare executive briefings for DAS Director, COO, Governor’s Office; Coordinate with DAS Communications for public messaging; Maintain consistent updates to high-level stakeholders.</p> <p><b>Contract &amp; Consultant Management:</b> Draft and manage Request For Proposals, contracts, and consultant scopes of work; Monitor deliverables and resolve performance issues; Ensure alignment statutory requirements.</p> <p><b>Program/Systems Integration:</b> Coordinate data integration across DAS, the Department of Revenue and State Treasury; Build and maintain dashboards, performance tracking tools.</p>  |
| 30%  | N   | E   | <p><b>Stakeholder Coordination:</b></p> <p>Coordinates and supports activities of broadly based stakeholder groups, internal and external to state government. Works effectively with executive and senior-level decision-makers and their immediate staffs. Analyze existing policy and procedure constraints and recommend alternatives; recommend policy changes to support projects, as needed. Ensures that executive staff are kept informed of current developments that affect the projects and/or Department.</p> <p><b>Intergovernmental and Stakeholder Governance:</b></p> <p>Coordinate the formation of a joint authority; coordinate efforts between DAS, the Governor’s Office, Department of Justice, Department of Revenue, State Treasury, and the City of Portland; facilitate governance decisions, bylaws, Memoranda of Understanding or other intergovernmental contracts, and operational frameworks.</p> |
| 10%  | N N | E E | Other duties assigned   |
| 100% |     |     |   |
|      |     |     |   |

## 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.**

Work is generally performed in an office environment, in meetings and/or in a remote setting. There may be travel to and from the Salem and Portland Metro areas. This position works with public-facing, high dollar

projects that may involve controversial, sensitive and confidential issues. Often works under tight deadlines. Long hours during peak periods may be required.

This position involves frequent contact with executives, management, and staff both internal and external to the organization. It requires working with a variety of people and situations, which requires the incumbent to exercise diplomacy. Confidentiality of information must be maintained at all times. This position requires the ability to work on multiple tasks simultaneously, sometimes within short time frames, and interface effectively with business partners. It requires maintenance of tight deadlines and close coordination of a large number of tasks. Often travel to meetings is required with some travel to trainings. There can be frequent interruptions, demanding timeframes, and non-traditional working hours. At times, weekend and evening work is required to meet customer demands and department deadlines. This position requires significant use of a computer and video-conferencing.

Where an employee's duties can be successfully performed away from their central workplace, an employee is eligible for remote work, upon agency approval.

This position is suitable for remote work options.

There may be times that a position or an individual must be located full-time, on-site, within traditional business hours. Times when on-site presence can be required include but are not limited to training, performance, business alignment, accommodations, or resource availability.

To be eligible for remote work, staff must have a home workspace that meets all applicable technology, security and safety requirements including the ability to provide protection of confidential information. Staff are responsible for obtaining an appropriate broadband internet connection for working remotely.

Staff working remote shall:

- Meet all responsibilities and perform all duties as if their role was performed in a traditional work setting.
- Comply with all agency policies, guidelines, and management directives.
- Maintain a professional demeanor in the performance of all duties.
- Meet and maintain performance expectations.
- Be available each week during established work hours, as determined by the business need.

DAS is committed to diversity. Diversity efforts reinforce respectful treatment of others in the workplace. These efforts focus on identifying ways to work better together, reducing conflict by increasing understanding, improving collaboration, fostering teamwork, and increasing productivity and quality of services delivered by DAS. You are responsible to promote and foster a diverse and discrimination/harassment-free workplace; establish and maintain professional and collaborative working relationships with all contacts; contribute to a positive, respectful and productive work environment.

Working in a team-oriented environment requires participative decision making and cooperative interactions among staff and management. This includes maintaining regular and punctual attendance; performing all duties in a safe manner; and complying with all policies and procedures.

## 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.**

State Constitution, Oregon Revised Statutes, Administrative Rules, DAS policies, CHRO statewide policies, budget development, DAS' program implementation, and DAS communication protocols and guidelines.

**b. How are these guidelines used?**

The employee works under the guidelines of these documents and refers to them for guidance, in all facets of carrying out job duties. The guidelines may also be used for research purposes.

## 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? |
|--|--------------------------------|---------|------------|
| <i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i> |                                |         |            |
| Administrator  | Phone, Teams, In Person, Email | Various | Daily      |
| Deputy Administrator   | Phone, Teams, In Person, Email | Various | Daily      |
| DAS Director's Office  | Phone, Teams, In Person, Email | Various | As needed  |
| Chief Financial Office   | Phone, Teams In Person, Email  | Various | As needed  |
| Varied Stakeholders  | Phone, Teams, In Person, Email | Various | As needed  |
| General Public   | Phone, In Person, Email        | Various | As needed  |

## SECTION 7. POSITION RELATED DECISION MAKING

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

This position is the point of contact and project manager for very large, public-facing projects. Misjudgment or underperformance of this position would likely cause significant financial and reputational damage for the state of Oregon. Decisions made by this position involve the management of intergovernmental agreements, adherence to operating agreements and other agreements with municipal and industry partners, large capital construction contracts and budgetary oversight.

## SECTION 8. REVIEW OF WORK

**Who reviews the work of the position?**

| Classification Title         | Position Number   | How                                  | How Often     | Purpose of Review   |
|------------------------------|-------------------|--------------------------------------|---------------|---|
| BOA3<br>EAM<br>Administrator | 0110010,<br>Z7081 | In Person,<br>Teams,<br>Email, Phone | Review weekly | Review work through informal meetings and discussions as issues occur. The work is reviewed upon completion |

|  |  |                    |           |   |
|--|--|--------------------|-----------|---|
|  |  |                    |           | for accuracy, timeliness, and conformance to State and Federal laws, Administrative Rules, agency policies and procedures, personnel policies and procedures. |
|  |  | Written, In Person | Quarterly | Performance Evaluation  |

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

- a. How many employees are directly supervised by this position?           N/A            
How many employees are supervised through a subordinate supervisor?           N/A
- b. Which of the following activities does this position do?
- |  |   |
|--|---|
| <input type="checkbox"/> Plan work               | <input type="checkbox"/> Coordinates schedules                    |
| <input type="checkbox"/> Assigns work            | <input type="checkbox"/> Hires and discharges                     |
| <input type="checkbox"/> Approves work           | <input type="checkbox"/> Recommends hiring                        |
| <input type="checkbox"/> Responds to grievances  | <input type="checkbox"/> Gives input for performance evaluations  |
| <input type="checkbox"/> Disciplines and rewards | <input 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:

This position is subject to a criminal records check, which may require fingerprints. If you are offered employment, the offer will be contingent upon the outcome of a criminal records check (FBI). Any history of criminal activity will be reviewed and could result in the withdrawal of the offer or termination of employment.

You are responsible to promote and foster a diverse and discrimination/harassment free workplace; establish and maintain professional and collaborative working relationships with all contacts; contribute to a positive, respectful and productive work environment; maintain regular and punctual attendance; perform all duties in a safe manner; and comply with all policies and procedures. Working in a team oriented environment requires participative decision making and cooperative interactions among staff and management. You are to be aware of Affirmative Action and the department's Diversity strategies and goals.

**Additional skills, abilities and requirements:**

This position requires knowledge and experience of the legislative process and the roles and responsibilities of state agencies, the Executive, Legislative and Judicial branches in state government. Specific knowledge of state agency operations, public infrastructure, budgeting and policy development is desired.

This position requires excellent business and technical writing skills and interpersonal skills.

Public speaking or media relations experience is preferred.

State government experience or working knowledge of state government operations is preferred.

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

| Operating Area | Biennial Amount (\$00000.00) | Fund Type |
|----------------|------------------------------|-----------|
| N/A            |                              |           |

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

### 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

*Amber DANIELS*  
\_\_\_\_\_

3-16-2026  
\_\_\_\_\_

\_\_\_\_\_  
Appointing Authority Signature

\_\_\_\_\_  
Date