**The Community**

Salem, the state's capital city, is located in the center of the Willamette Valley -- one of the most fertile and agriculturally-productive regions in the world. This area, dotted with cities, farms and forests, is considered one of the most livable in the country -- offering a low cost-of-living, good schools and year-round pleasant weather. Salem is located less than one hour from Oregon's major metropolitan area, Portland, and is approximately an hour and a half from the Pacific Ocean, the Cascade Mountain Range, and beautiful Mt. Hood.

**The Department**

The Department of Administrative Services (DAS) is the central administrative agency of Oregon state government and home to Oregon’s Chief Operating Officer.

DAS exists to effectively implement the policy and financial decisions made by the Governor and the Oregon Legislature; to manage and coordinate projects involving multiple state agencies; and to serve as a catalyst for innovation and improvement across all of state government.

DAS supports Oregonians by supporting the state agencies, boards, and commissions they rely on each day.

**Office of the Chief Operating Officer**

The Office of the Chief Operating Officer (COO), a central leadership component of DAS, initiates statewide solutions through team leadership. The Office of the COO oversees and provides administrative guidance to DAS and to state agencies; manages and coordinates projects involving multiple state agencies; and serves as a catalyst of innovation and improvement across all of state government. The Chief Operating Officer reports directly to the Governor and works closely with the Governor and Chief of Staff to implement the Governor’s direction for the Executive Branch of state government. The COO is also the Director of DAS.

**The Position**

The Chief Audit Executive (CAE) serves on the DAS Executive Management team and provides information on the adequacy of compliance and operations within the Department to the State’s Chief Operating Officer, and division administrators. This work includes:

* Planning and conducting audits
  + Independently organize, lead, and execute annual risk assessment.
  + Perform audits and management consulting engagements on a wide variety of projects, processes, and programs that provide recommendations to senior leadership on agency improvements that will reduce risk and improve agency operations.
* Internal audit administration
  + Develop internal audit policies and procedures
  + Serve as a liaison with external auditors
  + Monitor implementation of recommendations
* Shared services audit
  + Participate in a pilot effort to share audit resources across agencies

This position is also responsible for fulfilling a statutory mandate to coordinate statewide internal audit activities. This is done by serving the state’s internal audit community in a variety of ways, including:

* Facilitating and staffing the Statewide Chief Audit Executive Council
* Advising the office of the COO on statewide policy issues affecting the internal audit community
* Encouraging collaborative efforts between agency audit functions

The incumbent must present a professional demeanor and possess excellent customer service skills, effective multi-tasking abilities and be detail oriented. This position serves at the pleasure of the COO.

**To Qualify**

To qualify for the position, your application must demonstrate the following experience:

* A Bachelor’s degree in a business related field such as business, or public administration, finance, economics, computer science; or a field specific to the Agency’s mission. And,
* Three years of auditing experience. A graduate-level degree in any of the fields defined above may substitute for one year of the required experience.

**Compensation and benefits**

* Public Employees Retirement System (PERS)
* 9 paid holidays annually
* 24 hours of Personal Business annually
* A generous contribution toward Medical /Dental/Vision 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.
* Section 125 Flexible Spending Account
* Employee Assistance Program
* Vacation Leave & Sick Leave
* Bereavement Leave
* Relocation allowance is negotiable

**How to Apply**

This recruitment announcement will close on Thursday, September 18, 2014.

Applications must be received by the close date and must be complete. Please pay special attention to the Application Instructions in the announcement to ensure your application materials are submitted correctly.

The State of Oregon is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply immediately. To apply, please review the [official job announcement](http://agency.governmentjobs.com/oregon/default.cfm?action=viewJob&jobID=815528) and complete the online application process.

**Selection Process**

**Only the most highly qualified candidates will be invited to interviews which are anticipated to be held September 25-26, 2014. Our goal is to make a final selection by October 3, 2014.**

The person selected for this position must provide, at the time of appointment or first working day, appropriate **documentation of authorization to legally work in the United States** as required by the Immigration and Naturalization Act of 1986.

**Obtain additional information**

You may obtain additional information about the state, DAS, and the area by visiting the following websites:

Oregon State Government – [www.oregon.gov](http://www.oregon.gov)

DAS – [www.oregon.gov/DAS](http://www.oregon.gov/DAS)

Oregon Geography and Attractions –

[www.traveloregon.com](http://www.traveloregon.com) or [www.oregon.com](http://www.oregon.com)

Salem Area Chamber of Commerce –

[www.salemchamber.org](http://www.salemchamber.org)

Portland Area Chamber of Commerce –

[www.portlandareachamber.com](http://www.portlandareachamber.com)

