City of Portland

Office of Violence Prevention Program Manager (Manager I)

SALARY	$120,785.60 - $172,764.80 Annually	**LOCATION**	OR 97227, OR
JOB TYPE	Regular	**JOB NUMBER**	2025-00742
BUREAU	Public Safety Service Area	**OPENING DATE**	08/11/2025
CLOSING DATE	9/8/2025 11:59 PM Pacific		

The Position



Job Appointment: Full time, Regular

Work Schedule: Monday – Friday, 8am – 5pm with occasional after-hours work required. Alternate schedule may be available.

Work Location: This is a management position. Beginning April 2025 all manager positions will be expected to report to their worksites full time. This position will report to 2712 N Mississippi Avenue, Portland, OR. Remote workdays remain an option, to accommodate travel, or occasionally focus on major work projects.

Benefits: Please check our benefit tab for an overview of benefit for this position

Language Pay Premium Eligible: This position is or may be eligible for Language Pay Differential for qualifying employees.

Application Material: Please click APPLY to submit your application via the City of Portland's online portal. You will need to attach a cover letter and resume.

Position Summary:
The Office of Violence Prevention (OVP) Program Manager is a highly public-facing leadership position that provides overall management, vision, and accountability for OVP activities. This position strategically plans, organizes, directs, and evaluates the work of OVP programs and grantees and is responsible for developing, implementing, and achieving the OVP's objectives overseeing staff, policies, and program delivery. This position will coordinate OVP's violence reduction efforts across the city and ensure strong relationships with community and intergovernmental partners, as well as communication with the media. The Program Manager will also serve as key advisor to the Director of Community Safety and representative of the Community Safety Division.
The Office of Violence Prevention includes Rose City Self Defense and the Safe Blocks program, which provide direct services to community members CPTED and placemaking efforts, public safety and empowerment trainings, education, community engagement, and problem-solving support and resources.

Key responsibilities include:

- Provide visionary leadership and strategic oversight to guide the Office of Violence Prevention in achieving program goals, and fostering a collaborative and supportive work culture.
- Oversee executive-level project management, stakeholder engagement, staff development, and personnel operations in alignment with city policies and OVP's mission.
- Leverage evidence-informed practices to provide effective coordination and support in the implementation of the city's comprehensive gun violence strategy.
- Foster strong relationships with key stakeholders, including community organizations, law enforcement agencies, and government officials, and collaborate to ensure a well-coordinated and cohesive approach.
- Providing effective cross-functional and cross-sector management, project management, leadership, coaching, and daily supervision to a high-performing team of individuals.
- Oversee the collection and analysis of data, conducting thorough research, review, and resource inventory, to inform evidence-based or evidence-informed policies and programs.
- Develop, monitor, and report on program metrics and key performance indicators through regular summaries, engaging presentations, and reports for City leadership and stakeholders, to effectively communicating progress, challenges, and actionable recommendations.
- Supervise key metrics and evaluation methods to monitor and report on the effectiveness and impact of programs and services provided by the Office of Violence Prevention (OVP).
- Facilitate the alignment of services and programming across the Office of Violence Prevention programming.
- Manage the budget and grant funding of the Office of Violence Prevention, including developing proposals, administering contracts, ensuring compliance, and reporting outcomes to maintain financial sustainability.
- Represent the Office of Violence Prevention in various forums, such as City Council meetings, community events, media interviews, and professional conferences, effectively conveying the organization's mission, achievements, and future directions.
- Promote public awareness and education regarding the causes and consequences of violence, as well as available resources and services for prevention and intervention.
- Uphold the City's policies on civil rights, children's rights, equity, diversity, and inclusion, ensuring that all activities and initiatives of the Office of Violence Prevention align with these principles.

Virtual Zoom Meet & Greet Opportunity

Come meet the hiring manager and the senior recruiter! We'll be talking about the position duties and responsibilities, day to day life in the role, review the announcement, discuss how to apply, and answer questions you may have about the position.

Thursday, August 21, 2025 at 12:00pm (Noon)
Zoom Meeting Link: https://us06web.zoom.us/j/89887360894

Meeting ID: 898 8736 0894

*Please note: AI Notetaking apps will not be allowed into virtual sessions hosted by the Bureau of Human Resources Recruitment Team. If you need accommodations as defined by the American Disabilities Act, then please contact the Recruiter for assistance.

Questions?
Jaclyn Snyder, Senior Recruiter
Bureau of Human Resources
Jaclyn.Snyder@portlandoregon.gov

To Qualify

Applicants must specifically address and demonstrate in their cover letter and resume how their education, training and/or experience, meets each of the following required minimum qualifications:

1. **Experience** in a leadership role within the field of violence reduction, preferably within the public or nonprofit sector.
2. **Experience** supervising, motivating, coaching, and developing a high-performing team.
3. **Experience** developing, implementing, managing, and evaluating complex programs and projects involving multiple stakeholders, cross-functional teams, and diverse populations.
4. **Experience** communicating clearly and persuasively both orally and in writing to various audiences, including elected officials, executive leadership, community members, and media.
5. **Experience** managing and tracking budgets comprised of multiple funding sources, totaling at least $1 million-dollar annually.
6. **Ability** to develop and implement strategic policies and procedures to guide program operations.

Although not required, you may have one or more of the following:

- Knowledge of the local context and dynamics of youth and gang violence in Portland.
- Knowledge of violence interruption and street level outreach approaches.
- Bachelor's degree in public health, social work, criminal justice, or related field OR six years of progressively responsible experience in violence prevention, youth development, community engagement, or related field; three years of supervisory experience.

The Recruitment Process

STEP 1: Apply online between Monday, August 11, 2025– Monday, September 8, 2025

Required Application Materials:

- Resume
- Cover Letter
- Answer to three (3) Supplemental Questions (click on the Questions tab to preview the questions)

Optional Application Materials:

- Veteran documents to request for Veteran Preference (ex, DD214-Member 4, VA Benefit Letter, etc.)

We have recently updated our veteran preference process. Starting March 3rd, 2025 If you made the eligible list and met the eligibility to receive veteran preference, you will no longer need to submit veteran documents for future recruitments.

If you need to update or remove your veteran preference for a specific recruitment or from your master profile, please contact the recruiter listed in the job announcement.

Application Tips:

- Your cover letter should include details describing your education, training and/or experience, and where obtained, which clearly reflects your qualifications for each of the numbered items in the "To Qualify" section of this announcement.
- Your resume should support the details described in your cover letter.
- **How We Determine Pay:** The City of Portland is covered by the Oregon Equal Pay Act. Your salary is determined based on the experience listed in your resume that is directly related and equivalent to the position for which you are applying. It is strongly encouraged to include any transferable experience (paid or unpaid regardless of how recent) to ensure your offer is reflective of all your relevant experience.
- **Do not attach materials not requested.**
- All completed applications for this position *must be submitted no later than on the closing date and time of this recruitment.*
- All applications must be submitted via the City's online application process. E-mailed and/or faxed applications will not be accepted.
- You can use AI tools to assist with your job application, but please make sure to personalize your responses to supplemental questions. Avoid copying and pasting; instead, use AI to generate ideas and then tailor them to reflect your own experiences and skills.

Step 2: Minimum Qualification Evaluation: Week of September 8, 2025

- An evaluation of each applicant's training and paid and unpaid experience, as demonstrated in their resume and cover letter, weighted 100%.

- Your resume and cover letter will be the basis for our evaluation of your qualifications for this position. Incomplete or inappropriate information may result in disqualification.
- You have 14 days from the notice of the minimum qualification evaluation results to let us know if you like to review and discuss your evaluation result. Please read the City of Portland Administrative Rule 3.01 for complete information.
- Additional evaluation may be required prior to establishment of the eligible list and/or final selection.

Step 3: Establishment of Eligible List: Week of September 15, 2025
- Candidates who meet the minimum qualifications will be placed on the equally ranked eligible list.

Step 4: Selection (Interview): September/October
- Hiring bureau will review and select candidates to interview.

Step 5: Offer of Employment: October

Step 6: Start Date: November
- A start date will be determined after all conditions of employment have been met.

Timeline is approximate and subject to change

Additional Information

Click here **for additional information regarding the following:**

- Veteran Preference
- ADA, Pregnancy, and Religious Accommodations
- Work Status
- Equal Employment Opportunity

Employer
City of Portland

Address
1120 SW 5th Ave, Room 987

Portland, Oregon, 97204

Website
http://www.portlandoregon.gov/jobs

Office of Violence Prevention Program Manager (Manager I) Supplemental Questionnaire

*QUESTION 1

Thank you for your interest in the City of Portland. We value your time and hope to make your application experience as positive as possible.
Your Cover Letter and Resume are an important step to assist us in the review for minimum qualifications for the posted vacancy.

In your Cover Letter, write specific and unique responses to address each of the minimum qualification listed in the "To Qualify" section. The information you provide must correctly reflect your work history/resume. A lack of information in your application materials to each of the minimum qualifications may result in elimination from the recruitment.

Note: Request for veterans' preference, please add a copy of your DD214 and/or Veteran's Benefit letter. All documents must be uploaded by the closing date and time of this announcement.

Have you read and understood all the information listed above?

- ◯ No - If you have a questions, please contact the recruiter on the announcement.
- ◯ Yes

*QUESTION 2

Where did you first learn about this job opportunity? (If on a website or job board, please specify which one)

*QUESTION 3

The City of Portland receives public records requests at times. Please indicate which response you find appropriate: (Answer will not disqualify you from the process)

- ◯ My application was submitted with the understanding that the City of Portland would keep the information confidential and would only disclose the information if ordered to do so. I would not have submitted this application without the promise of confidentiality.
- ◯ You may release my application; I am waiving confidentiality.

* Required Question