



**Facilities Compliance together with Facilities Administration.
Both are part of the Facilities & Property Management
Division (FPM)**

College to County Intern 2024 - Department of County Assets (DCA)

Pay Rate: \$24 per hour

Job Type: Temporary College Intern

Duration: Summer 2024 - 12 weeks - Starting in June

Hours: 40 hours a week

Telework: Hybrid

Building Physical Location: *Prophet Education Service Center (PESC) | B
274 401 N. Dixon St. | Portland, OR 97227-1865*

Does This Position Require Driving a County Vehicle? No.

If so, please explain why and frequency: N/A.

TriMet Passes are available for transportation to County facilities if needed.

Eligibility requirements and more details found on our [College to County website](#).

What Does Facilities & Property Management (FPM) Do?

The Facilities and Property Management Division (FPM) is part of the Department of County Assets. We are an internal service provider that proactively provides services and support to ensure county buildings and facilities are inclusive environments that are safe, accessible, and sustainably managed. We work with county and third-party maintenance and building contractors and vendors to ensure the functionality, comfort,

safety and efficiency of county buildings and grounds, infrastructure, and real estate.

Our goal is to have a portfolio of well sited, high performance and affordable buildings that provide access and support for County services to employees, customers and the public.

We specifically:

- Manage all county property and buildings,
- Provide county real estate and capital project strategic planning
- Oversee county capital building projects
- Partner with the Regional Arts and Culture Council to provide Public Art in all county owned and leased buildings .
- Manage the Department of County Assets' Library Capital Bond projects
- Guide and oversee ADA compliance in county capital projects, buildings and facilities

The division is committed to creating safety, trust and belonging. More information on this initiative can be found here: [Safety Trust and Belonging Workforce Equity Initiative](#) Our program, policy, budget, and staffing decisions will be rooted in equity and aligned with the Department of County Asset's standards of valuing all people and perspectives and intentionally creating inclusive environments where everyone can grow through culture change and organizational policies.

Internship Description & Responsibilities:

We seek a value-driven person to fill the position of Facilities Administration College to County Intern. This internship will provide an opportunity for an intern who is interested in applying Large Language Models in facilities and property management. Through mentorship and under general supervision, the successful candidate will be responsible to complete specific projects and a variety of on-going assignments to help develop their knowledge and



skills. Some of the various Large Language Model projects and responsibilities may include:

- Using LLM to assist in facilities and property management contract analysis, automated contract coding, and contract monitoring.
- Using LLM to track insights from vast volumes of division documents, generate content for Facilities and Property Management Policies, Guidelines and Administrative documents
- Use LLM to support personalized administrative initiatives to help in making data-driven decisions, automate routine administrative tasks, and improving customer experiences

Learning Outcomes:

This position will offer you an opportunity to learn, practice and improve the following knowledge, skills and abilities:

- Large Language Model interaction and what can be learned and evolved overtime.
- Use an LLM to check the tone of communication
- Prompt engineering - writing of prompts
- Explore dialoguing with the data as a means of improving access to data.
- Applying an AI & social justice lens in a local government environment

Qualifications

- Promote a culture of respect, inclusiveness, and appreciation of diverse perspectives, backgrounds, and values ([Link to Equity and Empowerment Lens](#))
- Has experience with Large Language Models
- Has generative writing experience
- Interest in facilities, property management, local government administration, contracts, policies

**Workforce Equity:**

Our Commitment to Safety, Trust and Belonging: Multnomah County is committed to developing, nurturing and continually improving workforce equity by identifying and addressing the structural and policy barriers to equal employment opportunity faced by our employees and communities. Learn more by reading our [Workforce Equity Strategic Plan](#) and exploring our [Core Competencies](#) for all County employees.

COVID-19 Vaccination Requirement: To protect the health of the community and employees, Multnomah County requires employees to be fully vaccinated against COVID-19 or have an approved medical or religious exception as a qualification of employment.

The rule applies to all employees, as allowable by law. Candidates who receive an offer of County employment must provide proof of vaccination upon hire or submit an exception request prior to their start date.

Veterans' Preference:

Under Oregon Law, qualifying veterans may apply for veterans' preference for this recruitment. Review our [veterans' preference website](#) for details about eligibility and how to apply.

For veterans qualified for Veterans' Preference: If you believe you have skills that would transfer well to this position and/or special qualifications that relate to this position, please list those skills and/or qualifications.

Accommodation under the Americans with Disabilities Act: We gladly provide reasonable accommodation to anyone whose specific disability prevents them from completing an application or participating in this recruitment process. Please contact the recruiter below in advance to request assistance. Individuals with hearing or speech impairments may contact the recruiter through the Telecommunications Relay Service by dialing 711.



Application Instructions:

Please fill out and submit an application for this position through the form also located on this [website](#). The deadline for submitting an online application is March 25, 2024.