



CITY OF NEWPORT, OREGON EXECUTIVE ASSISTANT

This position will provide administrative/technical services for the Community Development Department; serving as the lead customer service representative for the Department, coordinating schedules/appointments, processing permits, preparing notices for proposed land use actions, creating/maintaining records and files, formatting/preparing correspondence, reports, and documents, and implementing established city and departmental procedures and standards. This is a non-exempt position with a salary range of \$3,047 - \$4,012 per month. Placement in the salary range will be based on skills, experience, education, and training.

JOB QUALIFICATION REQUIREMENTS:

MINIMUM/MANDATORY EDUCATION AND EXPERIENCE REQUIREMENTS:

Any equivalent combination of education and experience which provides the applicant with the knowledge, skills, and abilities required to perform the duties as described. A typical way to obtain the knowledge, skills and abilities would be: A high school equivalency with course work in related field AND two years related experience.

KNOWLEDGE: Knowledge of word processing, spreadsheet, database and GIS applications (preferably Word, Excel, Acella, Granicus, and ESRI GIS products); business English; and a thorough understanding of administrative office practices is desired.

SKILLS: Skills include use of personal computers, various related software programs, and standard office equipment. Strong customer service, communication, time management, and organizational skills are required.

ABILITIES: Ability to establish and maintain an effective working relationship with City management, employees, Council members, other entities, and the general public. Ability to maintain effective working relationships with employees and City officials. Ability to communicate effectively, both orally and in writing, with individual and groups. Ability to honor the confidentiality required of this position. Physical ability to perform the essential job functions.

DESIREABLE QUALIFICATIONS:

Bilingual in English and Spanish

PHYSICAL DEMANDS OF POSITION:

While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach, and manipulate objects. The position requires mobility including the ability to frequently lift or move materials up to five pounds and rarely lift or move materials up to ninety pounds. Manual dexterity and coordination are required approximately 80% of the work period to operate equipment such as computers, keyboards, telephones, and standard office equipment.

TO APPLY: City application forms are available on the city website at www.newportoregon.gov, or picked up from the City Manager's Office at the Newport City Hall, 169 SW Coast Highway, Newport, Oregon 97365. In addition to completing the application, applicants must attach the following documents to their profile in order to be considered for this position:

A detailed cover letter describing how you meet the specific qualifications for this position and your interest in the position, and a current resume, detailing experience, and education. Application materials should be sent to: City of Newport, Attention: Human Resources, 169 SW Coast Highway, Newport, Oregon 97365, or e-mailed to b.james@newportoregon.gov. **The position will be open until 5:00pm September 12, 2016.**

The City of Newport is an EEO employer and veteran's preference provider. All qualified applicants will receive consideration for employment without regard to age, race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected under state, federal or local law.

Successful completion of a pre-employment background check is required for all positions. American with Disabilities Act accommodations will be provided upon request.