



**City of Newport
Executive Assistant to the City Manager**

The City of Newport is seeking an exceptional individual for the position of Executive Assistant to the City Manager. Full-time/regular/non-exempt position. Salary Range 8: \$2,925-\$3,852/month. Excellent benefit package.

This position provides administrative support to the City Manager's Office. Requires excellent interpersonal and customer service skills; ability to manage multiple priorities, to learn quickly and work with minimal supervision. Position requires dealing with sensitive materials in a confidential manner. Minimum qualifications include High School education or equivalent; plus vocational training in related field AND five years related experience including supervisory experience.

Applications can be downloaded from the city's website at www.newportoregon.gov or picked up in person at City Hall, 169 SW Coast Hwy, Newport OR. Applications can be submitted to the City Manager's Office. The application deadline is December, 7, 2012. EOE.