



# **CAREER OPPORTUNITY PROFILE**

**TITLE: General Administration Executive Assistant**  
**CLASS: Confidential Non-Represented**  
**Program: General Administration**  
**Full-time Regular (40 hrs/week)**

**Job # 201922**  
**Opens: 5/28/2019**  
**Closes: 06/10/2019**

## **ABOUT OREGON CASCADES WEST COUNCIL OF GOVERNMENTS (OCWCOG)**

OCWCOG manages a variety of local, State, and Federal programs to serve residents, local governments, and businesses in our tri-County Region. OCWCOG is recognized by the State of Oregon as an Area Commission on Transportation (ACT) and a Type B Medicaid Transfer Agency. Additionally, the association is recognized by the Federal Government as an Area Agency on Aging (AAA), an Economic Development District (EDD), a U.S. Small Business Administration (SBA) Revolving Loan Fund Coordinator, a U.S. Department of Agriculture Revolving Loan Agency, and staffs the two Metropolitan Planning Organizations (MPOs) in the Region. These designations increase OCWCOG's ability to serve our communities' needs.

As an Oregon intergovernmental entity, in addition to the programs and services that OCWCOG is required by State or Federal contract to provide, OCWCOG helps businesses find appropriate capital; facilitates seniors and persons with disabilities plan for independent living; coordinates local road improvement priorities; and assists with administration and technical support for its member governments.

Each program works towards OCWCOG's mission of helping the Region's communities collaborate to solve problems and connect member governments, businesses, and individuals with a wide array of resources.

## **ABOUT THE AREA**

Oregon Cascades West Council of Governments (OCWCOG) member agencies are located in the Willamette Valley and the Central Oregon Coast. The rugged Oregon seacoast, the high mountain passes of the Oregon Cascades, lush greenery, and the agricultural abundance of the Valley are an attractive addition to an education, employment, and cultural hub.

Only a one-hour drive to Portland and 40 minutes to Eugene – the region's major airports and gateways; and, a twenty-minute drive to Salem, Oregon's State Capitol, where many of OCWCOG's funding agencies and partners are found. The Southern Willamette Valley is best known for its agriculture and its innovation, which include a flourishing wine industry, innovation accelerators, a growing start-up culture, high-tech industry and access to tens of thousands of students, professionals, and entrepreneurs affiliated with Oregon State University, Samaritan Health Systems, Linn-Benton Community College, Hewlett-Packard, the U.S. Department of Energy, and hundreds of other businesses, non-profits, agencies, and community partners.

The Oregon Coast is proof of the Northwest's amazing diversity and its 350-mile coastline is anything but mundane. The Cities of Newport and Toledo anchor OCWCOG's presence in Lincoln County and provide access to multiple working ports, harbors, and bays, and a historic logging and fishing culture. Oceanic and atmospheric research are conducted by the National Oceanographic and Atmospheric Agency and Oregon State University among others – spinning off innovation and industry in fisheries, energy, resource management, and tourism.

## **ABOUT GENERAL ADMINISTRATION**

- Oversees the finances, budget, physical infrastructure, information technology, human resources, and other administrative tasks to ensure the sustainability, viability, and growth of the agency, as well as members through service requests.
- Provides consultative and technical assistance in the areas of Finance, Human Resources, and Technology to members.
- Provides all internal human resources, technology, facilities, finance, and general agency management.
- Assists member governments with personnel, technology, finance, and general administrative matters.

## **GENERAL INFORMATION**

***This announcement will remain open until filled; however, the application screening process is expected to begin on or about Friday, June 7, 2019. Therefore, at the agency's discretion, materials received after Monday, June 10, 2019 may not receive consideration.***

Possess a valid Oregon Driver's License, or have the ability to obtain reliable transportation in order to travel throughout the three-county area is required.

If you are offered employment, the offer will be contingent upon the outcome of a criminal records check, and the information will be shared with Human Resources. Any criminal history will be reviewed and could result in the withdrawal of the offer or termination of employment

## **ABOUT THE POSITION**

Provides critical support to the Executive Director, Deputy Director, OCWCOG Board and Committees, and key General Administrative staff on a broad range of confidential, technical and administrative items. Conveys important information regarding agency functions and procedures; coordinates assigned projects and ensures the efficient operations of support functions for General Administration, and identifies solutions to challenges in support of executive leadership.

Performs position duties in a manner which promotes customer service and harmonious working relationships, including treating all persons courteously and respectfully. Engages in effective team participation through willingness to assist and support co-workers, supervisors, and other work related-associations. Develops good working relationships with division and agency staff and supervisors through active participation in accomplishing group projects and in identifying and resolving problems in a constructive manner. Demonstrates positive acceptance of constructive feedback and suggestions, in an effort to strengthen work performance. Contributes to a positive, respectful and productive work atmosphere. Regular attendance is required to meet the demands of this job and to provide necessary services.

## **ESSENTIAL JOB DUTIES**

### **General Administration**

- Provide confidential, technical and administrative support to the Executive Director, Deputy Director, and other General Administration staff.
- Provide primary reception for the General Administrative department, which includes answering multi-line phones and receiving the public.
- Coordinate GA office workflow (mail, meeting room schedule and other daily administrative duties), prioritize and complete tasks in a timely manner for the purpose of following agency policy and practices.
- Participate in meetings for the purpose of conveying and gathering information regarding a wide variety of subjects required to carry out administrative responsibilities.
- Research data in support of agency planning, member relationships and legislative support.
- Schedule and organize complex activities such as meetings, travel, conferences and department activities.
- Update and maintain department information on internal and external websites.

- Create and maintain online content.
- Coordinate and develop meeting agendas. Provide appropriate facilities and meeting requirements for agency staff meetings.
- Assist Executive Director and Deputy Director with projects, studies, and reports.
- Compose, proof, and/or format various reports, documents, letters, and presentations for the department.
- Perform data entry using Excel and Microsoft Access software.
- Process incoming and outgoing departmental mail. Accurately screen, date stamp, and distribute incoming mail.
- Coordinates records retention schedule and manage agency records archival system, including but not limited to assigning and managing archival numerical system, coordinating storage and disposal of records according to State Records Retention Law.

### **Boards and Committees**

- Provide administrative and clerical support to the COG Board and Executive Committee. Including: Develop, produce, and distribute agenda packets in a timely manner and ensuring compliance with applicable public meeting laws and Bylaws; conduct call backs for attendance and ensure a quorum is available; locate facilities and arrange for catering services; schedule and sets up meeting room; and take and transcribe accurate verbatim meeting minutes; maintains discretion and confidentiality in relationships with all Board members;.
- Coordinate all aspects of the monthly City Manager's meetings including; development and mailing of the agenda, scheduling the meeting room, conducting call backs for meeting attendance, ordering lunches and setting up the conference room.
- Compose, proof, and/or format various reports, documents, letters, and presentations for the department.
- Coordinate Board and OCWCOG Standing Committee information, ensuring GA has most up to date schedules, minutes, etc.
- Occasionally supports other Standing Committees as needed.

### **Collective Bargaining**

- Takes notes, conduct bargaining research and compile reports for Management Bargaining Team.

### **OTHER JOB DUTIES**

- Maintains inventory of office kitchen meeting supplies.
- Helps other department support staff when needed.
- Other related duties as assigned by supervisor.

## **QUALIFICATIONS REQUIRED AND REQUESTED SKILLS**

### **MINIMUM QUALIFICATIONS**

#### **Experience & Training**

- Completion of at least two years of college and three to five years of progressively responsible experience in secretarial and general administrative activities supplemented by secretarial or business training; or,
- Any satisfactory equivalent combination of education, experience and training which demonstrates the knowledge, skills and abilities to perform the job.

#### **Knowledge, Skills and Abilities**

- Experience in managing executive calendars, requests and administrative requirements
- Considerable knowledge of how to appropriately engage Board members, elected officials and other VIP persons
- Considerable knowledge of business grammar, spelling, punctuation and basic mathematics;
- Considerable knowledge of modern office practices and procedures;
- Considerable knowledge of event planning, project planning and report presentation;

- Considerable knowledge of Microsoft Excel, Word, and PowerPoint software;
- Ability to work independently on assigned tasks, handle multiple projects and a high volume of work in a timely manner;
- Ability to identify strategic gaps/opportunity in agency functions and initiate projects
- Ability to present to members, other agency staff, and the public a professional image which instills confidence and always reflects well upon the agency and agency administration;
- Ability to respond in a courteous and efficient manner to inquiries from the public and other staff;
- Ability to clearly communicate complex issues, both verbally and in writing;
- Ability to understand sensitive political and agency issues, and appropriately represent the agency when called upon to do so;
- Ability to identify and refer significant policy inquiries to supervisor or appropriate staff;
- Ability to set up web based and remote meetings
- Ability to take and transcribe accurate minutes;
- Ability to carry out data entry, spreadsheet, and word processing tasks;
- Ability to attend occasional evening meetings.
- Familiarity with creating and maintaining online content (website, social media, etc.)

### **Licenses, Certificates, & Other Requirements**

- Valid Oregon driver's license or ability to obtain reliable transportation in order to travel throughout assigned area.
- Position requires successful completion of a criminal history and driving record check.

### **MENTAL & PHYSICAL JOB SKILLS**

***R = Rarely (< 1%)***

***F = Frequently (34% - 66%)***

***O = Occasionally (1% - 33%)***

***C = Continuously (67% - 100%)***

#### **Mental**

- |   |                                 |                           |
|---|---------------------------------|---------------------------|
| (C) Interpersonal Skills  |                                 |                           |
| (R) Basic Math (add, subtract, multiply, divide)                                  |                                 |                           |
| (N) Advanced Math (analysis, statistics, significant data or number manipulation) |                                 |                           |
| (F) Written English Communication   |                                 |                           |
| (C) Coordination of Multiple Tasks  | (F) Initiative                  | (F) Detail/Accuracy       |
| (O) Reasoning/Judgment/Decision Making  | (F) Creativity                  | (R) Brainstorming/Concept |
| (N) Research  | (C) English Comprehension       | (O) Memory                |
| (O) Organization/Planning   | (O) Adapting to Constant Change | (C) Teamwork              |
| (F) Timeliness  | (N) Presentation/Teaching       | (N) Selling               |
| (O) Negotiation   | (F) Client/Service Skills       | (N) Persuasion            |
| (O) Mentoring   | (O) Management of Stress        |                           |

#### **Physical**

- |  |                                       |                       |                             |
|--|---------------------------------------|-----------------------|-----------------------------|
| (R) Standing                               | (F) Sitting                           | (O) Walking           | (O) Stooping                |
| (O) Kneeling                               | (N) Crawling                          | (N) Climbing          | (F) Talking                 |
| (C) Hearing                                | (O) Reaching                          | (F) Handling          | (C) Eye/hand coordination   |
| (R) Tasting/smelling                       | (C) Vision (1-10 ft)                  | (F) Vision (10-20 ft) | (O) Long range vision (20+) |
| (C) Computer/Keyboard/mouse track ball use | (O) Acute Color                       |                       |                             |
| (R) Pushing <b><u>10 lbs/day</u></b>       | (R) Pulling <b><u>10 lbs/day</u></b>  |                       |                             |
| (O) Lifting <b><u>20 lbs/day</u></b>       | (O) Carrying <b><u>20 lbs/day</u></b> |                       |                             |

## **WORKING ENVIRONMENT**

Work is performed primarily in an office environment utilizing a personal computer, telephone and a variety of office equipment. Position requires sitting for long periods of time and performing extensive computer work. Occasional travel may be required to pick up meeting supplies, or run errands for the program.

## **COMPENSATION PACKAGE**

Starting salary is \$18.27-\$20.05/hourly DOQE. A step increase will be awarded upon successful completion of a probationary period (typically six months), and then annually thereafter to the top of the range. OCWCOG offers an attractive benefits package including:

- **Retirement** – OCWCOG pays both the employer's percentage, and employee's six percent (6%) contribution into the Oregon Public Employees System (PERS). In addition to PERS, OCWCOG pays into Social Security.
- **Insurance** – For select plans, OCWCOG currently pays one hundred percent (100%) of the insurance premiums for the employee and their eligible dependents. The insurance package includes medical, prescription, dental and vision coverage, alternative care, life, accidental death and dismemberment, as well as long-term care.
- **Holiday Leave** – OCWCOG provides ten and one half (10 ½) fixed holidays, plus two (2) personal days during each fiscal year.
- **Additional Benefits** – Deferred compensation options, Long-term care Insurance, Employee Assistance Program, Credit Union memberships, and options to participate in pre-tax Health Savings Account or Flexible Spending Account.
- **Sick Leave** – Full-time employees accrue eight (8) hours of sick leave each month.
- **Vacation Leave** – Full-time employees accrue vacation leave each month according to the following schedule:

- 0-36 month	– 8 hours/month
- 37-72 months	– 10 hours/month
- 73-144 months	– 14 hours/month
- 145 months & above	– 16 hours/month

## **TO APPLY**

An application and detailed job description is available at [www.ocwcoq.org/careers](http://www.ocwcoq.org/careers). **You must submit the following application materials to be considered as a viable candidate:**

1. An **OCWCOG Employment Application**, completed and signed.
2. A **current resume** that clearly describes your experience, skills, and/or knowledge related to the requirements of the position and demonstrates that you meet qualifications of the position listed above.
3. A **cover letter** explaining how your background, experience and training qualify you for this position. **Please describe your experience and training specifically as they relate to the Desired Attributes.**

If you are an eligible veteran and wish to claim veterans' preference points AND you also meet the minimum qualifications for this position, the points will be added to your score. To receive veterans' preference points, you MUST attach to your application materials the following required documentation:

- A copy of your DD214/DD215 form; OR a letter from the US Dept of Veteran's Affairs indicating you receive a non-service connected pension for the five (5) point preference.
- A copy of your DD214/DD215 form; AND a copy of your veteran's disability preference letter from the Dept. of Veterans' Affairs for the ten (10) point preference.

**The first review of applications will be on or around *Friday, June 7, 2019*. For immediate consideration, apply now.**

Only complete applications will be considered. Be sure to attach any required documents. The selection process will consist of a review of the materials provided and an evaluation of experience and training. Candidates most closely matching the desired attributes will be invited to interview.

**SUBMIT TO**

Oregon Cascades West Council of Governments  
Human Resources Department  
1400 Queen Ave SE, Suite 201  
Albany, Oregon 97322

You may **E-MAIL** your application materials to us at [hrrecruit@ocwcog.org](mailto:hrrecruit@ocwcog.org). **In the subject line please include the position title and the posting number.** By electronically submitting your application, you agree to the conditions stated in the certification and signature section of the application, which is enforceable as if you had signed. You will receive confirmation of receipt only if you submit via e-mail.

**FAX** to 541-967-6123. We are unable to verify receipt of faxed applications. OCWCOG is not responsible for material that is illegible or missing because of transmitting by fax or which may be lost through the mail.

EQUAL OPPORTUNITY EMPLOYER

Cascades West Center, 1400 Queen Ave., SE Suite 201, Albany, Oregon 97322

◆ Phone (541) 967-8720

◆ Fax (541) 967-6123

◆ TTY (541) 928-3670