



# **CAREER OPPORTUNITY PROFILE**

**TITLE: S&DS Executive Assistant**  
**CLASS: Executive Assistant**  
**Program: Senior and Disability Services**  
**Full-time Regular (40 hrs/week)**

**Job # 201932**  
**Opens: 7/03/2019**  
**Closes: Until Filled**

## **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.

## **GENERAL INFORMATION**

*This announcement will remain open until filled; however, the application screening process is expected to begin on or about Wednesday, July 10, 2019. Therefore, at the agency's discretion, materials received after Monday, July 15, 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 a broad range of program and administrative support to the Senior and Disability Services Director and management team. Performs project invoicing, data consolidation, quarterly reporting, and research and document development.

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**

- Provide programmatic administrative support to the SDS Director and management team.
- Work with the Director to manage the Senior and Disability Services Advisory Councils and committees.
- Act as point person for interns, practicum students, and volunteers working in the department.
- Assist Director with projects, studies, reports, and strategic plan development.
- Compose, proof, and/or format various reports, documents, letters, and presentations for the department.
- Develop PowerPoints and organizational charts.
- Use templates and standardized procedures to complete contracts.
- Monitor project expenditures and invoicing.
- Pull data from systems like OR ACCESS, Springbrook, Excel, and Liquid Planner to support monthly, quarterly, and annual reporting requirements.
- Maintain tracking and data for workload models and assessments.
- Prepare for meetings, including calendaring, agenda development, document distribution, room set up, and taking and transcribing minutes.

## **OTHER JOB DUTIES**

- Occasionally support other standing Boards and committees as needed.
- Help other department Administrative staff when needed.
- Provide back up for other Executive Assistant position in the agency.
- 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 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**

- Considerable knowledge of business English, spelling, punctuation and mathematics;
- Considerable knowledge of administrative procedures demonstrating the ability to design, implement and manage administrative office systems and procedures;
- Considerable knowledge of project planning and report presentation;
- Thorough knowledge and proficiency in the use of Microsoft software, and ability to assist and train others in software applications;
- Knowledge and ability to apply strong organizational skills;
- Knowledge of confidentiality rules regarding client and provider records;
- Knowledge of general bookkeeping procedures;
- Skills in performing detailed and complex clerical tasks;
- Knowledge of website development and maintenance.
- Ability to understand verbal and written operating instructions and procedures and to initiate suggestions for appropriate involvement;
- Ability to pay attention to detail;
- Ability to exercise good time management skills in order to accomplish both daily tasks and on-going projects;
- Ability to read, prepare and understand statistical reports and recognize mathematical and/or data entry errors;
- Ability to work with other staff and the public in a courteous and efficient manner;
- 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 identify and refer significant policy inquiries to supervisor;
- Ability to work independently and handle multiple projects and a high volume of work;
- Ability to operate a variety of standard office machines and equipment;
- Ability to operate a multi-line telephone system;
- Ability to communicate well orally and in writing;
- Ability to take or transcribe from tape accurate meeting minutes;
- Ability to type accurately and efficiency in document preparation;
- Ability to work independently and handle multiple projects and a high volume of work;

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

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

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

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

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

**F = Frequently (34% - 66%) 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) <u>Acute Color</u>         |                       |                             |
| (R) Pushing <u>10 lbs/day</u>              | (R) Pulling <u>10 lbs/day</u>  |                       |                             |
| (O) Lifting <u>20 lbs/day</u>              | (O) Carrying <u>20 lbs/day</u> |                       |                             |

### 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 attend meetings, pick up meeting supplies, or run errands for the program. Occasional attendance at night meetings may be required.

### COMPENSATION PACKAGE

Starting salary is \$18.09-\$19.96/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.ocwcog.org/careers](http://www.ocwcog.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.

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