



## EMPLOYMENT OPPORTUNITY

City of Roseburg, Oregon

Management Staff Assistant

\$23.3478 - \$29.8871/hour



**Applications Close – 5:00 p.m., Friday, March 10, 2023**

*Essential competencies of this job are described under the headings below. They may be subject to change at any time. The omission of specific statements of duties, does not exclude them from the position, if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee, and may be changed by the employer at any time.*

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions, providing that an accommodation(s) does not create an undue hardship for the employer, remove an essential job function, and/or, create a direct safety threat to the individual, or others.*

### **GENERAL POSITION SUMMARY**

This position will work with the City Manager, City Recorder, and HR Director in a high-paced office to provide a multitude of Municipal services such as scheduling appointments and meetings with local elected officials, attending public meetings and transcribing minutes; issuing business licenses, registrations and special permits; managing inventory of office and City Hall supplies; monitoring and updating City website; assisting with social media accounts; monitoring and responding to general office email; managing job postings, recruitments, screening and testing applicants; working with the City-wide Safety and Wellness committees; performing official recordkeeping, filing and clerical duties; providing excellent internal and external customer service.

### **ESSENTIAL FUNCTIONS**

*Unless specifically identified as a “Non-Essential Job Function”, the information included in this job description, and any referenced supplemental documents, is considered an “Essential Job Function”. Temporary modifications to provide reasonable accommodations, or transitional work assignments, do not waive any of the essential functions for this position.*

This position will cross train and work as a team with another Management Assistant.

#### **Administrative support to City Manager:**

Works with elected officials and departments in scheduling meetings with the City Manager. Prepares or edits correspondence. Performs surveys or research and compiles data. Prepares presentation materials. Maintains electronic and hard copy filing systems. Performs a variety of other recordkeeping, filing, and clerical duties as required.

#### **Administrative support to City Recorder:**

May serve as acting City Recorder in recorder’s absence. Prepares/distributes public meeting materials and public notices. Maintains record of contracts, agreements and leases; notifies staff of upcoming expiration dates. Assists with surplus property sales process. Distributes ordinances and resolutions to affected parties and prepares for codification. Responsible for Commission advertising, appointment notification and tracking of term expirations. Responsible for processing business registrations, licenses, and special permits. Posts project bid notices and assists with bid openings. Compiles and sends out bi-annual jury duty list. Records legal documents. Attends public meetings to record official action and discussion; transcribes minutes.

## **Administrative support to Human Resources Director:**

Records personnel actions and maintains personnel filing and electronic system. Manages job postings, recruiting, screening, and testing of applicants for employment. Handles claim reporting and paperwork relating to workers compensation. Assists in maintaining and interpreting City policies and collective bargaining agreements. Performs wage surveys and maintains City pay plans.

### **KNOWLEDGE, SKILLS & ABILITIES**

- Considerable knowledge of Administrative office operations.
- Considerable knowledge of office practices and procedures; business English, spelling and grammar.
- Considerable knowledge of office practices and procedures with the ability to learn specific skills applicable to municipal record keeping.
- Organizational skills and the ability to prioritize multiple projects.
- Excellent written and oral communication skills.
- Ability to accurately and concisely encapsulate meeting discussions for preparation of minutes.
- Ability to type at an acceptable level of proficiency as required by the position.
- Ability to document public meetings and internal processes at an acceptable level of speed and proficiency as required by the position.
- Ability to read, understand, and apply available guidelines to a variety of operations requirements.
- Ability to perform research, compile data and write clear and accurate reports.
- Ability to perform multiple tasks without direct supervision.
- Ability to operate standard office and computer programs and equipment.
- Ability to keyboard and produce documents in a usable office technique.
- Ability to communicate clearly by telephone and in person.
- Ability to analyze situations and remain in control.
- Ability to communicate with irate or difficult to understand persons and remain calm and helpful.
- Ability to handle multiple tasks and a heavy workload.
- Ability to communicate clearly with staff and officials and explain oneself clearly.
- Ability to perform tasks with interruptions and maintain confidentiality.
- Ability to work effectively with the public and other employees.

### **WORK STANDARDS**

- Regular attendance and punctuality.
- Speak and act truthfully.
- Conduct oneself with integrity, morality, character, and trustworthiness.
- Exhibit self-control.
- Detail-oriented.
- Accept supervision and constructive criticism.
- Thorough when completing work tasks.
- Calmly and effectively process high stress situations.
- Reliable, responsible, and dependable.
- Willingness to take on responsibilities and challenges.
- Independence of action and decision making under industry standards and practices and department guidelines is stressed.

## **EDUCATION & EXPERIENCE**

*Education and experience requirements listed are minimum standards. Other equivalent combinations of education, certifications, training, and experience may be considered.*

Education: Graduation from high school or the equivalent GED certificate, preferably supplemented with college courses and additional training in office management.

Experience: Three years of administrative experience which includes responsible computer work, typing, filing, word processing, and record keeping duties.

Any satisfactory equivalent combination of experience and training which insures the ability to perform the work may substitute for the above.

## **SPECIAL REQUIREMENTS & CERTIFICATIONS**

Possess or ability to obtain Oregon Notary commission.

## **WORKING CONDITIONS**

*The City of Roseburg is committed to complying fully with the Americans with Disabilities Act (ADA) and Oregon's Disability Accommodation and Discrimination laws. We are also committed to ensuring equal opportunity in employment for qualified persons with disabilities. The City of Roseburg will make reasonable efforts to accommodate a qualified applicant or employee with a known disability, unless such accommodation creates an undue hardship on the City of Roseburg's operations, or a safety risk to employee or coworkers, or removes an essential job function. Employees should request an accommodation as soon as it becomes apparent that a reasonable accommodation may be necessary, to enable the employee to perform the essential duties of a position, or to participate in the employment process. To discuss an accommodation request, please contact John VanWinkle, Human Resource Director.*

While performing the duties of this job; work is performed primarily indoors in mostly office settings, with a noise level that is usually quiet; at times work may be performed outside with a noise level and weather which may vary. May require bending, hearing voice and telephone conversation, seeing, keyboarding, sitting and standing for extended periods of time. May be required to perform a full range of motion with lifting and/or carrying supplies, materials, equipment and/or items weighing up to 25 pounds.

*The factors described herein, are representative of, but not all-inclusive of, those that must be met by an individual to successfully perform as a Management Staff Assistant.*

## **VETERANS' PREFERENCE**

The City of Roseburg follows Oregon law regarding Veterans' Preference, you must complete the Veteran's Preference Form and attach a copy of your DD214 / DD215. If you are a disabled veteran, you must also include a copy of your Veteran's Administration benefit summary/award letter with your application.

## **BENEFIT SUMMARY**

The City of Roseburg provides a comprehensive benefit package to employees including Medical, Vision, Dental, Long Term Disability, Life Insurance and various voluntary benefits including MASA Medical Transport Solutions and Aflac. The City participates in the State of Oregon Public Employees Retirement System (PERS) and currently pays the entire contribution on behalf of employees. All full-time employees working over 20 hours per week are eligible for medical benefits the first of the month following their date of employment. Links to the complete benefits resource guide can be found at: <https://www.cityofroseburg.org/departments/human-resources/employee-benefits>.

**Insurance Benefits:**

- Medical, vision and dental benefits for employee and family, paid at 100% by the City with the opportunity to buy-up to a lower deductible plan.
- Long-term disability insurance provided by the City.
- Life and Accidental Death and Dismemberment Insurance – policy value of \$25,000 paid by the City.
- Health Reimbursement Account (HRA-VEBA) contributions provided by the City.

**Additional Benefits:**

- Paid vacation, sick leave, and holidays.
- Employee Assistance Program (EAP).
- The City has a fully equipped fitness center available 24 hours a day.

**How to Apply:** Complete an application form available via one of the following methods.

**Electronically:** <https://www.cityofroseburg.org/departments/human-resources/employment>

**In-Person:** City of Roseburg – Administration, 900 SE Douglas Avenue, Roseburg, OR 97470

**Email:** [jobs@cityofroseburg.org](mailto:jobs@cityofroseburg.org)

Submit completed application to Human Resources by the closing date listed in the job announcement. Applications must be received or postmarked no later than 5:00 p.m. on the closing date. All required documents should be presented with the application. Resumes are accepted in addition to, not in lieu of, the City of Roseburg application form.

**Selection Process:** Applications are thoroughly reviewed and screened by the Human Resources Office. Since these are competitive selection processes, applicants whose backgrounds appear to most closely match the needs of the particular vacancy will be considered. Once the screening is complete, Human Resources notifies all candidates of their status. This process can take from one to four weeks after the closing date. Due to the number of applicants and the limited number of job opportunities, not all applicants proceed in the recruitment process.

The City of Roseburg does not discriminate on the basis of disability in the admission to, access to, or operations of its programs, services or activities. The City of Roseburg does not discriminate on the basis of disability in its hiring or employment practices.

**Questions:** Please direct questions to City of Roseburg Administration, Human Resources office at 541-492-6866. Telephone job line: 541-492-7010 (voice message listing current opportunities)

***Equal Opportunity Employer***

## Roseburg – The Hub of Southern Oregon

The City of Roseburg is situated at the heart of the Hundred Valleys of the Umpqua in scenic, Southwestern Oregon. On Interstate 5, it is 67 miles south of Eugene, and 123 miles north of the California border. Traveling by State Highway 38/138 or 42, Roseburg is about 80 miles inland from the Pacific coastal communities Reedsport and Coos Bay. Highway 138 continues east from the city along the North Umpqua River. It is 79 miles to Diamond Lake at the summit of the Oregon Cascades and just 20 miles more to Crater Lake National Park.

The elevation is 465 feet, and features a mild, fair seasonal climate. Winters are cool without much freezing and provide most of the rainfall that brings blossom-filled springs. A warming trend begins in April and May, continuing into the summery days of July and August. Fall weather is pleasant and crisp, producing brilliant leaf colors in late October. The Hundred Valleys of the Umpqua have been compared geographically and climatologically with Italy and Southern France. Extremes of heat and cold are rare. The summer humidity is low and snowfall is rare on the valley floor. The normal growing season is 217 days. Roseburg enjoys one of the lowest average wind velocities in the United States.

Roseburg is the county seat and largest city in Douglas County. The population is 23,701 with an urban daytime population of approximately 60,000. Roseburg is the hub of retail, government activity and medical services for Central Douglas County. The City is served by Roseburg School District #4, which has an excellent reputation and community support. Umpqua Community College is 5 miles north of the City and offers a varied curriculum with extensive adult education and community oriented classes. Multiple locations at the college are available for cultural activities, and there is a thriving community theater group with its own venue in a city park.

The city boasts numerous park areas, including tennis courts, soccer and ball fields, a 9-hole golf course, skate park, disc golf course, dog park and walking trails. Roseburg is the location of choice for many who seek a high quality living environment at a reasonable price. Various community events, including Graffiti Week, Art and Wine Festivals and Music on the Half Shell, among others, are held throughout the year for local residents and tourists.

For Roseburg area tourism information go to [www.experiencerosburg.com](http://www.experiencerosburg.com).

There are numerous shopping opportunities from specialty shops in historic downtown to nationwide chain stores. Housing is available in various price ranges. Roseburg's economy has diversified in recent years while still retaining strong ties to its natural resource base. Efforts to bring clean industries and new jobs to the area have been fruitful and are continuing through support by a coalition of government agencies and funding. In recent years, the retirement and senior population has grown considerable, and various residential facilities have been constructed to meet the needs of this segment of population.

Local wineries are an expanding area of economic development with many being recognized in national and international competitions. Umpqua Community College built the Southern Oregon Wine Institute as a center for classes, a training winery and activity center to prepare students for jobs in the industry and to function as a research industry for all of Southern Oregon.

