

Employment Opportunities

600 NE Grand Ave.
Portland, OR 97232-2736
503-797-1570
www.oregonmetro.gov/jobs



Administrative Specialist III

Internal and general recruitment

Status:	One full-time position
Department:	Sustainability Center
Work location:	600 NE Grand Ave., Portland, Oregon
Pay range:	\$16.83 - \$22.53/hour This position is represented by AFSCME Local 3850 and is non-exempt
Recruitment number:	SUS-6007-June10
Application deadline:	June 17, 2010 (internal) June 24, 2010 (general)

Internal applicants must be current employees of Metro or MERC having regular, regular part-time or temporary employment. Temporary employees employed by Metro or MERC must have gone through a competitive selection process for the position currently held. Regular employees must have successfully completed their initial probationary period.

Please carefully follow application procedures at the end of the announcement.

Position summary

Provides complex technical administrative support for the Sustainability Center. Assists in coordinating administrative functions, communications and acts as liaison to internal departments, external stakeholders and the public.

Essential job duties

An employee in this position must be able to perform all of the essential job duties listed below with or without reasonable accommodation; however, this list is not intended to include all of the specific tasks which an employee in this position may be expected to perform.

- Coordinates and performs a full range of complex technical administrative and staff support services.
- Acts as program representative/liason for a division team with internal departments, external stakeholders and the public as required. May interpret policies, program objectives and regulations to the public.
- Organizes and compiles raw materials and data for special studies and/or technical projects.
- Collates and prepares multifaceted presentation materials.
- Screens, prioritizes and responds to mail, email, phone calls and visitors or routes to the appropriate person or department.
- Prepares and processes correspondence. Produces spreadsheets, charts, mail merge documents, mailing labels, etc.

- Performs meeting/event scheduling and organization, including agenda preparation and distribution, notebook preparation, room reservations, equipment and room setup (some offsite), RSVPs, meeting summary preparation and distribution, sign-in sheet management.
- Coordinates, reviews and monitors grant applications, contracts, scopes of work, presentation materials, meeting packets and spreadsheets, construction documentation.
- Processes invoices and other accounting or budget data; generates reports. Establishes and maintains division databases, updates and maintains both staff and client contact list using database program. Files submittals and field notes. Monitors accounts for budget compliance and analyzes reports for accuracy.
- Writes straight-forward correspondence and e-mails based on general directions from staff.
- Reviews and processes closed out projects, committee records, maps, periodicals, permanent records and prepares records for archiving and/or destruction pursuant to Metro's Records Information Management program; organizes and maintains Center's library/reference materials and web page updates.
- Coordinates staff reports and other documents for Council agenda items.
- Assists new staff and interns in navigating Metro procedures.
- Assures activities are in compliance with relevant laws, rules and regulations.
- Performs other related duties as assigned.

Minimum Requirements

High school diploma or G.E.D. and three years of progressively responsible experience at a senior management level in an administrative support capacity; or any combination of experience and education which provides the applicant with the desired knowledge, skills and ability required to perform the job.

Knowledge, skills and abilities

- Knowledge of business writing, composition, spelling, grammar, punctuation, proofing and email etiquette
- Knowledge of a full range of the principles of department-level office management and administration, and the ability to apply these principles in a wide variety of projects and assignments
- Knowledge of departmental office equipment, systems, practices and procedures, budgeting, accounting principles and methods
- Knowledge of department-related laws and regulations, confidentiality requirements, discretionary functions and departmental policies and procedures
- Knowledge of effective verbal and written communication techniques
- Knowledge of leadership and functional supervisory principles and practices
- Strong organizational, time management, problem-solving and analytical skills
- Ability to work with multiple projects/deadlines and daily tasks, prioritizing accordingly, over the same time frame, while remaining flexible and accommodating
- Ability to plan and conduct independent studies, evaluate data and prepare and present reports
- Ability to coordinate and provide quality customer service
- Ability to establish and maintain effective working relationships with other employees and the public
- Ability to use a PC, and advanced skill in using Microsoft Office Suite (Word, Excel, Outlook, PowerPoint) and Adobe Professional
- Ability to keyboard 65 wpm
- Ability to multi-task, work independently, be proactive, and maintain high organizational practices
- Ability to run errands as necessary to off-site locations using Metro vehicle (e.g., FedEx, pickup refreshments for meetings, etc.)

Benefits: Metro provides generous health care benefits that vary depending on the plan the employee chooses, bargaining unit affiliation, and employment status. Metro participates in the Public Employees Retirement System (PERS).

Immigration law notice: Only US citizens and those authorized to work in the United States will be hired. All new employees will be required to complete and sign an employment eligibility form and present documentation verifying identity and employment eligibility.

Equal employment opportunity: All qualified persons will be considered for employment without regard to race, color, religion, sex, national origin, age, marital status, familial status, gender identity, sexual orientation, disability for which a reasonable accommodation can be made or any other status protected by law. Assistance will be gladly provided upon request for any applicant with sensory or non-sensory disabilities.

Veterans' preference: Under Oregon Law, qualified veterans may be eligible for veteran's preference in application for Metro/MERC positions. If you are a veteran, or disabled veteran, and would like to be considered for a veteran's preference for this job, check the appropriate box on the Metro employment application. **To qualify**, veterans must provide appropriate documentation along with their application materials before the application deadline date listed on the job announcement: Veterans: Submit 1) a completed Metro Veterans' Preference form and 2) a copy of your DD-214 or DD-215 indicating discharge status. Disabled Veterans: Submit 1) a completed Metro Veterans' Preference form, 2) a copy of your DD-214 or DD-215 indicating discharge status and 3) your public employment preference letter from the US Department of Veterans' Affairs.

Application procedure

This position opens to internal and general candidates on June 10, 2010.

To apply, submit the following

1. Metro/MERC standard application form
2. Responses to the required supplemental questions listed below
3. Resume, including dates of employment
4. Cover letter describing your experience as it directly relates to the duties of this position

Note: If you do not include all of these materials, your application will be incomplete and will not be considered.

Required supplemental questions

- All applicants must submit a written or typed response to each of the following.
 - The responses must be addressed individually and included with the application on a separate sheet(s).
 - Write your telephone number, including the area code, in the upper right corner of each page, but not your name.
 - Your responses will be used as part of your application evaluation.
1. **Describe your experience in compiling, designing and/or producing complex reports and documents, and your role in their preparation. Give specific examples, including actual documents you have produced if possible.**
 2. **Describe your experience scheduling appointments and maintaining calendars for multiple staff. What considerations do you take into account when resolving scheduling conflicts, establishing priorities and tracking tasks? What strategies do you use to be expedient? (Please be specific.)**
 3. **Describe your experience performing complex administrative assistant duties, including the independent completion of projects. Include a description of your experience streamlining or otherwise increasing efficiencies and productivity.**

Submit your application

Deadline: 5 p.m., June 17, 2010 (internal)
5 p.m., June 24, 2010 (general)

E-mail: jobs@oregonmetro.gov
Please include the word "Application" in the subject line of your e-mail.
Electronic attachments must be in MS Word or PDF format. We are unable to download ZIP files.

Mail or drop off: Metro Human Resources Department
600 NE Grand Ave, Portland, OR 97232

Fax: 503-797-1798

Important notes about your application

- Applications received after the deadline will not be considered.
- The date and time of our e-mail/fax system will be used to determine if application materials are received by 5 p.m. on the deadline.
- Any unsolicited materials will not be considered. All materials submitted become the property of Metro and will not be returned.

Follow-up

After the application deadline, it usually takes about three to four weeks before the hiring manager selects those individuals who will be interviewed. You can find out the status of a position for which you've applied by: (1) calling the job hotline at (503) 797-1777 and listening for the recruitment update prompt; (2) accessing Metro's website at www.oregonmetro.gov/jobs and clicking on the Recruitment Status Updates link. Weekly recruitment status updates will be posted on the job hotline and web site every Friday.

An Equal Opportunity/Affirmative Action Employer