

# Employment Opportunities

600 NE Grand Ave.  
Portland, OR 97232-2736  
503-797-1570  
[www.oregonmetro.gov/jobs](http://www.oregonmetro.gov/jobs)



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## Administrative Assistant

(Administrative Specialist IV)

Internal recruitment

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|------------------------------|---|
| <b>Status:</b>               | One full-time position  |
| <b>Department:</b>           | Planning and Development  |
| <b>Work location:</b>        | 600 NE Grand Ave., Portland, Oregon   |
| <b>Salary range:</b>         | \$42,671.47 – \$57,096.06 annually<br>This position is represented by AFSCME Local 3580 and is exempt |
| <b>Recruitment number:</b>   | PLAN-6008-July09  |
| <b>Application deadline:</b> | July 28, 2009   |

**Internal applicants** must be current employees of Metro or MetroERC having regular, regular part-time or temporary employment. Temporary employees employed by Metro or MetroERC 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

This position provides administrative and technical support to the department Director and Deputy Director for the Planning and Placemaking division. The position is responsible for independently coordinating and performing a full range of administrative services and discretionary departmental administrative, communication and project management duties. This position reports to the department Director.

### 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.

- Acts as program representative for the Directors in their absence, with other departments and public as required. May interpret policies, program objectives and department regulations to the public.
- Provides direct administrative support to the department Director and Deputy Director for Planning and Placemaking; arranges travel, processes incoming and outgoing mail, coordinates copy requests, compiles PowerPoint presentations, produces and edits documents, registers for conferences and events, schedules complex meetings and logistics (including: reserving Metro car, securing meeting location, reminding attendees, gathering materials, reserving and setting-up laptop and projector, arranging catering) and manages electronic calendars; may attend meetings to record and produce minutes or meeting summaries.
- Anticipates scheduling and administrative needs and conflicts which may impact department events or meetings by proactively monitoring published calendars and materials.
- Provides technical assistance in a variety of areas for the Director, Deputy Director and department staff.
- Initiates, prepares, monitors and coordinates various departmental reports and documents.

- Produces correspondence, spreadsheets, reports, tables and forms from brief instructions, handwritten or printed copy; edits for grammar, punctuation, and spelling.
- Verifies edits and formats documents and correspondence that can include confidential and proprietary information; verifies monthly/quarterly reports, following up on any discrepancies.
- Assists in developing annual department budgets; recommends budget adjustments as necessary and implements procedures to make those adjustments.
- Independently researches and conducts special or periodic studies or projects by gathering and compiling data and preparing reports, documents and data displays. Makes recommendations based on findings and prepares summary reports.
- Publishes agency documents to the Metro internal and external website.
- Operates a variety of office equipment including personal computers, copying machines, fax machines, digital recorders and calculators to create and maintain a variety of records, reports, files and systems.
- Establishes and maintains filing, record keeping and archiving systems.
- Assures department activities are in compliance with relevant laws, rules and regulations.
- May serve as lead worker for administrative staff by coordinating workflow with Administrative Supervisor and serving as back-up for reception, public records requests, mail and paycheck distribution.
- Performs other related duties as assigned.

## Minimum Requirements

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

## Knowledge, skills and abilities

- Proficiency in the use of a personal computer and standard business software including Microsoft Outlook, Word, Excel, PowerPoint and Acrobat Professional.
- Ability to establish and maintain effective working relationships with other employees and the public.
- Ability to conduct independent studies, evaluate data, prepare and present reports.
- Ability to multi-task, be proactive and maintain high organizational practices.
- Ability to work independently and as a member of a team.
- Ability to maintain a high level of confidentiality.
- Ability to establish and maintain filing and record keeping systems.
- Ability to communicate effectively by written, spoken and electronic means with employees, other organizations and the public.
- Ability to organize and prioritize workload and handle multiple tasks simultaneously.
- Ability to perform office responsibilities efficiently and at the level necessary to carry out assigned duties.
- Ability to embrace and adapt to a changing work environment.
- Knowledge of the principles of office management and the ability to apply these principles to role and work assignments.
- Knowledge of effective verbal and written communication techniques.
- Knowledge of modern office equipment, practices and procedures.
- Knowledge of pertinent laws and regulations, and departmental policies and procedures.
- Knowledge of report and document production practices; ability to plan and organize the work of co-workers to issue a single document.
- Knowledge of functional supervisory principles and practices; ability to plan, organize and supervise the work of other staff.
- Knowledge of budgeting, accounting principles and methods.

**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), contributing both the employer and employee portion. Employees hired after August 2003, who have not previously worked in a PERS benefited position will participate in the OPSRP program; eligibility for OPSRP generally begins the first of the month after working 6 full months. Eligibility for Tier 1 or Tier 2 PERS generally begins after working 600 or more hours in a 12-month period.

**Immigration law notice:** Only US citizens and aliens 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 the job for which you are applying, check the appropriate box on the Metro application. If an application is not requested as part of the application process, indicate your desire for veteran's preference consideration in your cover letter. **To qualify**, veterans must provide appropriate documentation along with their application materials before the application deadline date listed on the job announcement: Veterans: Fill out and submit 1) a Metro Veterans' Preference Form and 2) a copy of your DD-214 or DD-215 indicating discharge status. Disabled Veterans: Fill out and submit 1) a Metro Veterans' Preference Form and 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 candidates on July 21, 2009.

### To apply, submit the following

1. Metro/MERC standard application form
2. Applicant contact information form (located on page 3 of the application)
3. Responses to the required supplemental questions listed below

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 performing complex administrative/executive assistant duties, including the independent completion of projects. Include a description of your experience streamlining or otherwise increasing efficiencies and productivity.**
  2. **Describe your role and experience in scheduling and coordinating the logistics for complex meetings, appointments and events with attendees that have very busy schedules.**
  3. **Describe your experience in maintaining executive electronic calendars/schedules. What considerations do you take into account when resolving scheduling conflicts and establishing priorities? (Please be specific.)**
  4. **Have you ever provided support in an office that dealt with topics and issues that were politically sensitive or that had political implications? If so, please describe the extent of your interaction experience interacting effectively and providing customer service with staff, elected officials and the public.**
  5. **Describe your computer and software skills. Please be specific about the software you've used, your level of expertise and the types of documents you've created with each application.**

## Submit your application

**Deadline:** July 28, 2009

**E-mail:** [jobs@oregonmetro.gov](mailto: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.

**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 be discarded. 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](http://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. When accessing recruitment updates, you will need to know the title of the job for which you applied.

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