

# Employment Opportunities

600 NE Grand Ave.  
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503-797-1570  
www.oregonmetro.gov/jobs



## Metro | *Metropolitan Exposition Recreation Commission*

### **Executive Assistant**

Oregon Convention Center  
General recruitment

<b>Status:</b>	One full-time position
<b>Work location:</b>	777 NE Martin Luther King Jr. Blvd, Portland, OR
<b>Salary range:</b>	\$16.37 - \$22.09/hour This position is not represented and is non-exempt
<b>Recruitment number:</b>	OCC-8045-Feb10RO
<b>Extended application deadline:</b>	May 3, 2010

\*This position participates in MERC's merit-based compensation program.

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

#### **Position summary**

Provides a high-level of support to the Oregon Convention Center executive management team. On a daily basis; manages the scheduling of meetings, phone calls and emails, compiles data through various computer software systems, documents relevant information for a variety of committees and meetings, prepares necessary information to help meet the executives responsibilities, leads the coordination of venue-wide process projects as well as other special projects as assigned, and serves as front line supervisor for front reception staff. May serve as liaison for MERC Commissioners and Metro Council Office.

#### **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.

- In a gate-keeping role, coordinates the executives daily tasks, travel arrangements, calendar schedule, meetings, correspondence, reports and research
- Coordinates various public and committee meetings by preparing agendas and meeting materials, room set-up and preparing and distributing meeting minutes
- Manages OCC's public records archive, serves as venue public records officer responding to public requests for information and provides notary services
- Collects and coordinates venue-wide budgets; prepares and compiles venue budget materials from all departments; monitors administration of appropriate budget controls
- Perform research projects or other special projects, including taking leadership role on committees as assigned
- Exercises initiative in identifying and managing own work; arrange for support from other areas as necessary Provides a daily proactive stance in managing the executive's needs
- Exercises independent judgment in a variety of complex administrative functions that are sensitive in nature and which require the incumbent to reflect the executive's styles and agency policy

#### **Supervisory responsibilities**

- Functions as a first-line supervisor for a front desk job share position as well as a part-time pool of event based receptionists, ensuring that subordinate staff has clear work direction and guidance.
- Responsible to carry out the full spectrum of supervisory responsibilities in accordance with the agencies policies and applicable laws, including effectively recommending hire and termination, training employees; planning, assigning and directing work, appraising performance; rewarding and discipline of employees; addressing employee issues and resolving problems.
- Serves as lead to venue-wide administrative staff

### Secondary functions:

- Prepares and codes monthly expense reports
- Coordinates the venue payroll timekeeping signoffs
- Orders and maintains the Administrative Office area office supplies, kitchen supplies, equipment; review and streamline office procedures and office space usage
- Ensures internal board rooms; King Board Room, Willamette and Lloyd rooms are well stocked, cleaned and prepared on a consistent basis
- Performs other duties which may be necessary or desirable to assist agency's success

### Minimum requirements

Minimum of a high school diploma or GED; a minimum of four (4) years experience in an administrative assistant or an executive assistant role; or an equivalent combination of education, experiences and training that would provide the knowledge, skills and abilities required for the successful performance of the essential job duties. Highest advanced certification in Windows Suite; Outlook, Word, Excel and PowerPoint as well as SharePoint. Exposure to EBMS Software a plus. May be required to obtain a current and valid Oregon Notary Public Certification

### Knowledge, skills and abilities

- Advanced knowledge of administrative and clerical procedures and systems such as word processing, file management and record keeping
- Good knowledge of the structure and content of the English language, including the meaning and spelling of words, rules of composition and grammar
- Knowledge of Oregon public meeting and public records law
- Advanced writing, analytical and organizational skills
- Ability to prioritize and multi-task; must be organized and flexible to change course of work/projects as circumstances dictate.
- Ability and experience negotiating contracts and purchasing through an RFP process
- Ability to draft complex correspondence or reports from verbal instructions
- Ability to establish and maintain effective, cooperative working relationships with those contacted in the course of work
- Able to discretely and effectively handle information of a confidential or sensitive nature
- Ability to work effectively with information management systems, and adapt quickly to system changes and updates
- Ability to communicate clearly and concisely, both orally and in writing

**Alcohol/Drug:** MERC conducts testing for alcohol/prohibited drugs in accordance with MERC Personnel Policies Section 12.9.

**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 the job for which you are applying, check the appropriate box on the Metro application. **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 reopens to general candidates on April 19, 2010.

## To apply, submit the following

1. Metro/MERC standard application form
2. Resume, including dates of employment
3. Cover letter describing your experience as it directly relates to the duties of this position
4. 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 tracking budgets, payment and payroll, and your experience coordinating purchasing.**
  2. **Define what "Executive Support" means to you.**
  3. **Describe your experience with heavy scheduling in a fast paced work environment with many interruptions.**

## Submit your application

**Deadline:** 5 p.m., May 3, 2010

**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. 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](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.

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