

LINN COUNTY PARKS & RECREATION

3010 FERRY STREET SW, ALBANY, OREGON, 97321
TELEPHONE: (541) 967-3917 FAX: (541) 924-6915



JOB ANNOUNCEMENT
Closing Date: April 5, 2019

CLASSIFICATION TITLE OF THE JOB: ADMINISTRATIVE ASSISTANT/OFFICE MANAGER 3

CLASSIFICATION #: 048

CLASSIFICATION CATEGORY: Management/Exempt

Full time position working in the Linn County Parks and Recreation Dept., 3010 Ferry St. SW, Albany, OR

ESSENTIAL FUNCTIONS OF THE JOB:

- Assist with preparation and submission of annual budget requests; maintain a record of expenditures; exercise expenditure controls over approved budget; prepare and submit vouchers for payment of monthly bills. Audit revenue and expenditure reports, submit corrections as needed.
- Conduct feasibility studies for establishing new procedures; assemble data and prepare regular and periodic reports pertaining to the work of the department or office.
- Communicate and interpret departmental or office policies and regulations to the public; resolve difficult problems referred by subordinates.
- Manage new or existing technical systems as assigned.
- Interview, select and provide training of new assigned staff.
- Maintain personnel files and attendance records; prepare personnel action forms; assign duties; evaluate work performance; meet individually with each employee regarding performance and future expectations; provide counseling when appropriate.
- Perform general secretarial work for department head including writing letters and memos; transcribing from rough draft; devise new and update existing forms.
- Assist in the preparation of grant program funding proposals; maintain approved grant fiscal records; prepare expenditure reports and billings.
- Develop and maintain effective, harmonious and reasonable work relationships with others.

QUALIFICATIONS: Four years of experience of a responsible nature in administrative, fiscal or legal office management work as required by department to which assigned; and graduation from a community college with major coursework in or related to office management; or any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described.

SALARY, BENEFITS, COMPENSATION: Linn County offers an excellent benefits package which includes fully paid contribution to the Oregon Public Employees Retirement System, paid holiday, vacation and sick leave, options for medical, dental and vision care insurance, options for deferred compensation, an employee assistance program, longevity pay, alternate and flexible work schedules and more. Current salary range and total compensation (depending on qualifications):

COMPENSATION: \$4,095-5,155 per month (DOQ) plus excellent benefit package.

CLOSING DATE: April 5, 2019 or until filled

HOW TO APPLY: Submit a completed Linn County Employment Application Form, along with a resume and cover letter, to Brian Carroll, Director, Linn County Parks and Recreation Dept., 3010 Ferry St. SW, Albany, Oregon 97322; FAX: 541-924-6915. Application forms may be obtained, along with the job classification, at the Linn County Web Page at <http://www.co.linn.or.us> or by calling (541) 967-3917. Application forms can also be obtained at the Oregon Employment Division in Albany.

LINN COUNTY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER