



ROGUE VALLEY COUNCIL OF GOVERNMENTS Administrative Specialist

Administration Job Announcement

ABOUT THE POSITION

Rogue Valley Council of Governments is seeking a full-time Administrative Specialist to support RVCOG by performing a wide variety of complex administrative tasks, including answering a multi-line phone system; responding to public inquiries; performing word processing; processing mail; organizing meetings; attending Board meetings; composing minutes; maintaining records; and providing general administrative support in accordance with established practices and procedures.

SALARY

Placement on the salary range is based on each candidate's experience and qualifications. Employees are eligible for step increases after successful completion of a six-month trial service period and annually thereafter.

Hiring Salary Range: \$18.51 to \$23.62 hourly

Terms: Full-time - 40 hours, Monday-Friday/ non-exempt with great benefits

WE ARE LOOKING FOR WONDERFUL PERSON WHO HAVE:

- A passion for organizing and multitasking within a team with various scopes of work in a friendly and welcoming way
- The ability to adjust their communication style to assist a diverse group of people with multiple levels of technical skills
- Knowledge of administrative processes and procedures
- Excellent communication, organizational, planning and computer skills
- The ability to work independently, make competent decisions, and work as an effective team member
- Demonstrated effectiveness at establishing and maintaining harmonious and cooperative working relationships with colleagues and a wide variety of people

APPLICATION PROCESS

These positions will remain open until filled; the positions will be filled as suitable candidates are identified. For application instructions, please visit "How Do I > Apply for a Job" at www.rvcog.org. A cover letter, current resume, and completed RVCOG Employment Application are required to apply for this position. *Incomplete application materials may delay or prevent consideration for the position.*



DESIRABLE QUALIFICATIONS

In order to be considered for this position, applicants must have a combination of education and experience equivalent to that outlined below, plus any other listed screening qualifications.

1. Education: Associate degree in business, office technology, or related field.
2. Experience: A minimum of three (3) years of administrative experience including customer service and executive management support.
3. Substitution: Any satisfactory equivalent combination of education, training, and experience which demonstrates the knowledge, skills, and abilities required to perform the duties of the job.

BENEFITS OF EMPLOYMENT

Upon hire or first of month following date of hire

- Twelve paid holidays per year
- Up to 96 hours of paid vacation per year
- Up to 96 hours of paid sick leave per year
- Employer paid medical/dental/vision insurance - Employee contribution is less than \$25 per month for full family coverage
- Employee Assistance Program (EAP)
- Optional Flexible Spending Account (FSA)

After 6-month trial service period

- Employer-paid retirement plan contributions equivalent to 13.02% of monthly salary (Non-PERS)
- Employer paid HRA contribution of \$125 family per month
- Employer paid Life and Long Term Disability insurance
- Optional 457(b) retirement plan (Roth or Traditional)

Special eligibility periods

- Employer paid Mercy Flights memberships
- Optional supplemental insurance such as short term disability, critical illness, and more

WORKPLACE ACCOMMODATIONS NOTICE

Rogue Valley Council of Governments is an equal opportunity employer and does not discriminate on the basis of race, religion, color, gender, age, national origin, disability, veteran status, sexual orientation, gender expression, or any other classifications protected by law.

RVCOG VALUES: SERVICE COLLABORATION PROFESSIONALISM STEWARDSHIP INTEGRITY RESPECT

