



ROGUE VALLEY COUNCIL OF GOVERNMENTS

Administrative Specialist

Administration

Job Announcement

ABOUT THE POSITION

The Rogue Valley Council of Governments is seeking a full-time Administrative Specialist to support RVCOG by performing a wide variety of complex administrative tasks to support the Administration, Senior Nutrition, and Senior & Disability Services departments. This position is responsible for answering a multi-line phone system, as well as executing other front office tasks that provide general administrative support in accordance with established practices and procedures. The Administrative Specialist performs data entry and generates reports from state databases and serves as staff support for the Senior Advisory Council (SAC) and sub-committee meetings.

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: \$42,237-\$46,279 Annually

(Full salary range is \$42,237-\$55,559 Annually)

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

WE ARE LOOKING FOR A WONDERFUL PERSON WHO HAS:

- Advanced spreadsheet, word processing, presentation, database, email, virtual meeting, web and desktop publishing skills
- Knowledge office practices and procedures
- Excellent interpersonal skills with a commitment to delivering high quality customer service in a professional manner
- The ability to work with strict deadlines and perform multiple tasks simultaneously
- Sound discretion and good judgement to maintain confidentiality
- Demonstrated effectiveness at establishing and maintaining harmonious and cooperative working relationships with colleagues and a wide variety of people

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:** Completion of high school or equivalent plus additional specialized training in office equipment including computers, word processing, spreadsheets, and database software.
2. **Experience:** A minimum of three (3) years of administrative experience including customer service and bookkeeping/data entry.

3. Substitution: Any satisfactory equivalent combination of education, training, and experience which demonstrates the knowledge of, 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