



**CITY OF LA PINE – JOB ANNOUNCEMENT
EXECUTIVE ASSISTANT**

Title: Executive Assistant

Pay: \$80,662.46 - \$90,659.71 annually (DOQ&E), plus benefits

Status: Full-time; 40 hours per week

Opens: July 2, 2025

Closes: July 30, 2025, first review – position open until filled

Background

The City of La Pine is Oregon's newest city, incorporated in late-2006. The City is located in Deschutes County, Oregon, south of Bend and Sunriver. La Pine is a rural community nestled along the Little Deschutes River, surrounded by the Deschutes National Forest, Newberry National Volcanic Monument, and countless cascade lakes. The La Pine area abounds with recreational opportunities including world class hunting and fishing, in addition to nearby camping, golf, hiking, and mountaineering in the shadow of the Cascades. The community has been named one of "14 Great Ski Towns You've Never Heard Of" by realtor.com, with close access to both Mt. Bachelor and Willamette Pass ski resorts. With a population of approximately 3,126 inside the City and over 20,000 residents nearby, La Pine has significant residential, commercial, and industrial growth activity, and was the second fastest growing Oregon city (8.2% population increase) in 2022. The City provides sewer, water, public works, finance, planning, economic development, code enforcement, and urban renewal services.

Position Description and Qualifications (general)

The Executive Assistant position provides professional-level managerial support to the City Manager and Assistant City Manager on a variety of difficult, complex, and sensitive administrative matters; provides high-level research and analysis; reviews, reports, and monitors legislative and other intergovernmental activities. Responsibilities require tact, discretion, diplomacy, initiative and independent judgment, as well as knowledge of City activities, procedures, and policies. This class is distinguished from other office administrative classes in that the nature, scope, and diversity of responsibilities require a broader understanding of City functions and the competence to perform duties that require the exercise of confidentiality, discretion, and independence with respect to matters of significance.

MINIMUM REQUIRED QUALIFICATIONS

- Valid Class C driver's license, or the ability to obtain within the first 6 months of employment
- A bachelor's degree in public or business administration, political science or a closely related field from an accredited college or university
- Five (5) years' increasingly responsible experience conducting complex administrative analysis, managing legislative affairs, or other professional-level municipal management support activities including lead or supervisory experience
- Five (5) years of experience in a municipal government setting.
- Satisfactory combinations of experience and training which demonstrate the knowledge, skills, and abilities to perform the essential duties may be considered.

PREFERRED QUALIFICATIONS

- A master's degree in business, public administration, political science, or a closely related field from an accredited college
- Association of Records Managers and Administrators (ARMA) certification
- Certified Municipal Clerk (CMC) through Oregon Association of Municipal Records, preferred.

A complete position job description is available online at:

<https://www.lapineoregon.gov/administration/page/executive-assistant-announcement>

To Apply

To apply, an applicant must complete and submit the City's employment application along with the applicant's resume to the City no later than 4:00 p.m. on July 30, 2025; provided, however, the City may accept applications and resumes after that date if in the City's best interest. This position will remain open until filled. The City's application for employment and veteran's preference form is available online at:

<https://www.lapineoregon.gov/administration/page/executive-assistant-announcement>

Application and resume must be submitted in any one of the following ways:

E-mail: aivans@lapineoregon.gov
Mail: PO Box 2460, La Pine, Oregon 97739
In Person Delivery: 16345 Sixth Street, La Pine, Oregon 97739

Please contact City Manager, Geoff Wullschlager, if you have any questions regarding the position at 541-536-1432 or email at gwullschlager@lapineoregon.gov

Equal Opportunity Employer

The City of La Pine is an Equal Opportunity Employer. The City considers applicants for all positions without regard to race, color, religion, national origin, age, sex, marital or veteran status, disability, sexual orientation, and/or any other legally protected status. The City is a drug-free workplace. Individuals who require accommodation relating to the application process should request the accommodation in advance so that necessary arrangements can be made.