



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

Title: Administrative Assistant

Pay: \$15.50 - \$18.00 Hourly (DOQ&E), plus benefits

Status: Full-time; 40 hours per week

Opens: May 25, 2018

Closes: June 15, 2018 with anticipated start date of July 16, 2018 (or sooner); OPEN UNTIL FILLED

Background

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. With a population of approximately 1,700 inside the City and over 10,000 residents nearby, La Pine has significant commercial and industrial activity. The City provides sewer, water, public works, finance, planning, economic development, and code enforcement services.

Position Description and Qualifications (general)

The City is accepting applications for a full-time administrative assistant to provide administrative support to the city manager, public works manager, and other management personnel. This position is responsible for maintaining the City's official records, record system, and coordinating facilities use. The administrative assistant will also perform the duties of assistant city recorder, which duties include, without limitation, taking minutes at all public meetings.

The position requirements and qualifications include the following:

- Associate's degree, high school diploma (GED), or equivalent
- Knowledge of Microsoft Office, Excel, Word, data entry and similar computer skills
- Typing skills of 40 words per minute
- Experience with utility or government agencies preferred but not required
- Knowledge of office equipment
- Possession of (or ability to obtain within six months of employment) valid Oregon driver's license. Bondable (or the insurance equivalent).

A complete position job description is available online at [www.lapineoregon.gov](http://www.lapineoregon.gov)

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 5:00 p.m. on June 15, 2018; provided, however, the City may accept applications and resumes after June 15, 2018 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 [www.lapineoregon.gov](http://www.lapineoregon.gov).

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

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

Please contact City Manager Cory Misley if you have any questions regarding the position or application process. Mr. Misley may be contacted via telephone at 541-536-1432 or email at [cmisley@lapineoregon.gov](mailto:cmisley@lapineoregon.gov)

### **Equal Opportunity Employer**

The City 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 an accommodation relating to the application process should request the accommodation in advance so that necessary arrangements can be made.