



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

Title: Administrative Assistant

Pay: \$18.44 to \$24.20, plus Benefits

Status: Full-time; 40 hours per weeks

Opens: November 11, 2022

Closes: November 28 or 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 2,000 inside the City and over 20,000 residents nearby, La Pine has significant commercial and industrial activity. The City provides sewer, water, public works, finance, planning, economic development, code enforcement, and urban renewal services.

Position Description and Qualifications (general)

The City of La Pine has an opening for the position of Administrative Assistant. This position performs complex administrative and confidential functions as the Administrative Assistant, which includes records, agendas and minutes, and Council support. This position also provides administrative support to the Mayor and City Manager, fiscal support to the Finance Director, and human resources related support to department managers. This position services as a member of the City's management team. Starting pay grade A or B, plus Benefits. For a complete job description and application process please visit our website: <https://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 November 28, 2022, 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 [www.lapineoregon.gov](http://www.lapineoregon.gov).

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

E-mail: [awilliams@lapineoregon.gov](mailto:awilliams@lapineoregon.gov)  
Mail: PO Box 2460, La Pine, Oregon 97739

Please contact Finance Director by email at [awilliams@lapineoregon.gov](mailto:awilliams@lapineoregon.gov) if you have any questions regarding the position or application process.

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