



## **Assistant to City Administrator/ Deputy Recorder**

The City of Shady Cove, OR is currently accepting applications for Assistant to City Administrator/ Deputy Recorder. This position is a management position under the general supervision of the City Administrator, a variety of duties including the completion of various administrative, planning and clerical duties. Among other skills the preferred candidate will possess a knowledge of municipal organizations, operations, policies, and procedures; operate a computer utilizing a variety of business software; ability to research and write accurate reports, documents and correspondence; skill in working independently and as a team member maintaining composure, and working effectively with citizens, builders and developers in an environment with changing priorities; skill in effective oral and written communications and in analyzing problems while determining effective solutions. A complete list of duties is available at [www.shadycove.net](http://www.shadycove.net)

### **Minimum Qualifications:**

**Education:** High School graduate with some college experience in public or business administration, planning or closely related field OR, an equivalent combination of education and experience.

**Experience:** 5 or more years of increasingly responsible experience in municipal or private sector as clerical or administrative assistant OR an equivalent combination of education and experience.

**Salary Range:** \$40,500 - \$49,500 + benefits

**Closing Date:** Applications accepted until September 24<sup>th</sup>. EOE.

Individuals interested should send cover letter and resume to the City of Shady Cove, Administrative Recruitment, 22451 Hwy 62, P.O. Box 1210, Shady Cove, OR 97539 or e-mail to [cityadmin@shadycove.net](mailto:cityadmin@shadycove.net) or call 541-878-3757.