

City of Stanfield, Oregon



POSITION ANNOUNCEMENT

Administrative Assistant

Position Deadline: January 12, 2025

Full-Time | City of Stanfield

Salary: \$43,680 annually

Benefits: Excellent benefit package

Position Summary

The City of Stanfield is seeking a professional, detail-oriented Administrative Assistant to provide comprehensive administrative and clerical support to City departments, elected officials, and the public. This position plays a key role in ensuring efficient daily operations, maintaining accurate records, and delivering responsive customer service in a municipal government environment.

Essential Duties and Responsibilities

- Provide administrative support to City staff, department heads, and elected officials as assigned
- Respond to inquiries in person, by phone, and by email in a courteous and professional manner
- Prepare, format, and maintain correspondence, reports, and official City documents
- Assist with preparation and distribution of City Council, Commission, and Committee materials
- Maintain accurate records in compliance with public records laws and retention schedules
- Process invoices, vouchers, and other financial or administrative forms as assigned
- Assist with filing, data entry, and maintenance of electronic and physical records
- Support special projects and perform related duties as required

Knowledge, Skills, and Abilities

- Knowledge of general office procedures and administrative practices
- Ability to interact professionally with elected officials, City staff, and the public
- Strong organizational skills with attention to detail and accuracy
- Ability to handle confidential information appropriately
- Proficiency with standard office software (word processing, spreadsheets, email, and document management systems)
- Ability to manage multiple tasks and meet deadlines in a public service environment

- Strong written and verbal communication skills
- Bilingual (Spanish/English) Preferred

Qualifications

- High school diploma or equivalent required
- Previous administrative or clerical experience, preferably in a municipal or public sector setting
- Any equivalent combination of education and experience that demonstrates the knowledge, skills, and abilities to perform the job

Work Environment

This position is performed primarily in an office setting with regular interaction with the public. Occasional evening meetings may be required.

Compensation and Benefits

- Annual salary of **\$43,680**
- Excellent benefit package, which includes medical, dental, and vision insurance; retirement plan participation; paid holidays; vacation and sick leave; and other benefits as provided by City policy.

Equal Opportunity Employer

The City of Stanfield is an equal opportunity employer and values diversity in its workforce.

Submit application, resume, and cover letter to: citymanager@cityofstanfield.com or mail to

City of Stanfield Attn: City Manager PO Box 369 Stanfield OR 97875

Applications can be found at cityofstanfield.com, Government Tab, Employment Opportunities, General Application