



CITY OF CANNON BEACH

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Job Announcement
Administrative Assistant
Public Works Department**

The City of Cannon Beach is seeking qualified applicants for the position of Administrative Assistant. The position is a permanent full-time position. Work hours generally are 8:00 a.m. to 5:00 p.m., Monday through Friday; occasional evening meeting attendance may be required; excellent benefits; pay scale \$25.59 - \$32.66/hr. This position is within a represented bargaining unit (Union).

General Summary

Under general supervision, the positions in this class perform a full range of routine to complex administrative and secretarial support for the Public Works department, or as otherwise assigned within the City. Coordinates the administrative activities of the department, program or functional area assigned.

Essential Functions

Administrative Assistants provide diverse and confidential administrative, secretarial, and support services, interact with internal and external customers, public, vendors and other individuals; may lead, direct, or supervise other clerical support staff; and performs other duties as assigned. Incumbents may participate in broad Citywide issues and interact with elected officials, representatives of industry, community, or professional groups.

Filing Instructions:

Application deadline: Open until filled. First review of applications will be June 3, 2022. Download an application and job description from our website: www.ci.cannon-beach.or.us/jobs. Send application, cover letter and resume to Jennifer Barrett, barrett@ci.cannon-beach.or.us or PO Box 368, Cannon Beach, OR 97110.

Equal Opportunity Employer. Veteran's preference as applicable under State Law.

Posted: May 16, 2022