



Notice of Vacancy

Labor Relations Administrative Assistant

Oregon School Boards Association
1201 Court St., N.E., Suite 400
Salem, OR 97301

Oregon School Boards Association (OSBA) is a non-profit corporation whose members include school districts, community colleges, and education service districts and is dedicated to improving student achievement through advocacy leadership and service to locally elected, volunteer Oregon school boards.

Supervision/General Position Description:

Performs administrative support activities of a complex or technical clerical nature for Labor Services staff, which require advanced skills, independent judgment and discretion. This includes but is not limited to identifying and gathering data and information, organizing and presenting information in a clear and understandable format. Independently prioritizes work and completes tasks within fixed timelines.

Works under the supervision of and reports to the Director of Labor Services and receives little instruction on day-to-day work and receives general instructions on new assignments. Performs other duties and responsibilities as assigned by the Executive Director or the Deputy Executive Director.

Salary Range:

Commensurate with experience and background, with a salary range of \$32,700 - \$49,100

Employee Benefits:

Medical, dental, vision, life, and disability insurance. OSBA also participates in Oregon Public Employees Retirement System (PERS) and pays the employee's contribution.

Essential Job Functions:

- As direct support to Labor Services staff, prepares initial draft, edits, and prepares final drafts of letters, charts, tables, graphs, briefs, reports, materials for administrative hearings and contract documents, materials for conferences and workshops, administrative support. Final drafts are assembled from handwritten copy, audio tape, or computer files. Organizes hard copy and computer files and retrieves materials as needed.
- Provides general administrative support for the department director including, but not limited to, general correspondence; meeting planning and materials preparation for board and committee meetings; sets up and takes minutes and generates final minutes for adoption; responding to phone, fax and e-mail requests for information as assigned.
- Prepares, types, edits and proofreads letters, charts, tables, graphs, materials for conferences and workshops such as Powerpoint presentations from handwritten copy, audio tape, or electronic documents for department staff.
- Performs administrative support activities of a complex or technical clerical nature, which require advanced skills, independent judgment and discretion. This includes but is not limited to identifying and gathering data and information, organizing and presenting information in a clear and understandable format.

An Equal Opportunity Employer

- Answers phones for Labor Services department, takes messages and, when appropriate, contacts field staff. Assists field staff in making travel arrangements and conference registrations. Provides support to field staff while out of the office.
- Acts as the Timeslips project coordinator for Labor Services. Works with Director of Labor Services to monitor billing procedures, opening and closing projects as directed. Inputs secretarial and field staff data into the computer for work assignments and for billing purposes.
- Maintains a record of existing certified contract files and certified contract language inventories using a available databases.
- Assists in updating information, migrating content and creating new pages on the website; updates intranet and external web pages.

Physical Qualifications:

The work is primarily sedentary but involves some standing. The tasks include seated work, some light carrying, manual dexterity and bending and lifting.

Minimum Job Qualifications:

High school graduate or equivalent plus post high school training or equivalent experience in secretarial sciences. Two years of relevant training or experience is preferred.

Excellent knowledge of the English language, including vocabulary, spelling, grammar, punctuation, syntax, general editing and reference skills; including the ability to write in a concise, logical and grammatically correct manner required.

Effective interpersonal skills and the ability to work well with people of various social, cultural, economic and educational backgrounds.

Demonstrated ability to organize and complete work assignments quickly and accurately.

Demonstrated ability to work under tight time frames while managing competing demands and priorities, exercise independent judgement and adapt to frequent changes in workload and priorities.

Touch typing, dictation and computer experience including word processing. Proficiency with *Microsoft Word* and database software is required.

To apply submit the following materials to:

1. A cover letter;
2. A completed application form;
3. Names and contact information for 3 references;
4. Current resume.

Reasonable Accommodations:

Reasonable accommodations for the application and interview process will be provided upon request and as required in accordance with the Americans with Disabilities Act of 1990. Disabled persons may contact OSBA at (503) 588-2800 for additional information or assistance. Speech or hearing-impaired persons may contact OSBA for assistance through the Oregon Telecommunications Relay Service by dialing 1-800-735-2900.

For an application contact:

Oregon School Boards Association
 1201 Court St., NE, Suite 400
 Salem, Oregon 97301
 Phone: 503-588-2800
 Fax: 503-588-2813
www.osba.org/jobs

Hiring Schedule:

Closing Date: June 28, 2019 or until filled
 Screening begins: June 25, 2019
 Commence Work: July 22, 2019 or as soon as possible