

Executive Assistant to the City Manager
Employment Recruitment
City of Newport, Oregon

Executive Assistant – City Manager’s Office - City of Newport - Full Time- Hiring Range \$2868-\$3776/month plus excellent benefits. Provide administrative support to the City Manager’s Office. Requires excellent interpersonal and customer service skills; ability to manage multiple priorities, to learn quickly and work with minimal supervision. Position requires dealing with sensitive materials in a confidential manner. Minimum qualifications include High School education or equivalent; plus vocational training in related field AND five years related experience including supervisory experience. To be considered for employment, please submit a completed City of Newport applications and waiver. Application materials are available from Oregon State Employment Division or on our City of Newport website at www.NewportOregon.gov Application materials must be received at 169 SW Coast Highway, Newport, 97365 by 5:00 pm, Monday, March 28, 2011. EOE - Veterans Preference applies to all positions with the City of Newport.