



# Currently Recruiting For: Administrative Support Manager

## THE COMMUNITY

*Silverton, Oregon (pop. 9,230) located in Marion County, Oregon, fifteen minutes from Salem, the state capitol, along Highway 213. The town is nestled between two hills and surrounded by lush farm land. Silver Creek flows through the heart of the commercial district. Silverton is the Gateway to Silver Falls State Park and home to the Oregon Garden, a 61-acre, world class, outdoor botanical display garden. Silverton is a thriving arts community and is well known for its outstanding K-12 school system.*



*The Historic Wolfe Building, 1891*

## THE CITY

*The City of Silverton is seeking a team-oriented, energetic person to join a dynamic, supportive management team as the City's Administrative Support Manager. Silverton operates under the Council-Manager form of government, with 54 full-time employees. The city provides services through the following departments:*



- Administration
- Finance
- Police
- Public Works
- Community Development

*The Administrative Support Manager reports directly to the City Manager.*

## **THE POSITION**

*The Administrative Support Manager is responsible for designing, delivering and supporting human resource solutions to meet management and staff needs. The position oversees .5 FTE, and is responsible for providing advice and information to employees, supervisors and managers on human resources practices, policies and issues while ensuring sound business practices and compliance with local, state and federal law.*

## **QUALIFICATIONS**

*The Administrative Support Manager must have a minimum of four (4) years of progressively responsible related experience, preferably in the public sector.*

*Candidates also must have the equivalent to a Bachelor's degree from an accredited college or university in human resources, public administration, or a closely related field.*



## **SALARY & BENEFITS**

*\$63,443-\$80,971 Annually*

*Health, Dental and Vision; Life Insurance ; Long-term Disability; 11 Paid Holidays; Vacation and Sick Leave; Deferred Compensation (Employee Paid); PERS (6 percent IAP paid by employee); 5 additional days of Management Paid Time Off*

## **HOW TO APPLY**



*To be considered for this position, applicants must apply online at [www.silverton.or.us](http://www.silverton.or.us) and include a cover letter and resume.*

***Closing Date: January 31, 2012 at 5:00 pm.***

*Candidates interested in more information about the position may view the job description at [www.silverton.or.us](http://www.silverton.or.us) or contact Janet Newport, Assistant to the City Manager/HR Director, at 503-873-6117 or email [jnewport@silverton.or.us](mailto:jnewport@silverton.or.us).*