

## **JOB ANNOUNCEMENT 12-01**

### **Administrative Support Manager**

The City of Silverton is seeking to fill the position of **Administrative Support Manager** in the Administration Department. The primary responsibility of this position is to design, deliver and support human resource solutions to meet management and staff needs.

The qualified candidate will possess the following knowledge and skills, but not limited to:

- Bachelor's degree in Human Resource, Public Administration or Business Administration and four years of related experience, preferably in the public sector; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.
- Thorough working knowledge of recruitment and selection processes, recognition and retention programs, classification, compensation and benefits administration and safety, health and risk management practices.
- Technical expertise in matters pertaining to equal employment, wage and hour administration, family leave laws, the Americans with Disability Act and Amendments and other pertinent laws affecting conditions of employment.
- Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.
- Demonstrates excellent interpersonal skills, particularly in maintaining confidentiality. Is able to maintain composure in difficult situations.
- Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; inspires respect and trust; recognizes and deals with political issues and topics.
- Writes clearly and informatively; presents numerical data effectively; able to read and interpret written information.

Please see the job description for more information on requirements and job duties.

The range is \$63,443 - \$80,971 annually and the City offers a competitive benefits package. To view the job description and/or apply on-line, go to [www.silverton.or.us](http://www.silverton.or.us).

**DEADLINE TO APPLY:** Applications must be received by 5:00 p.m., January 31, 2012. Applications received after the deadline will not be accepted.

The City of Silverton is an Equal Opportunity Employer