

**SUPPORT SPECIALIST 2**  
**Community Development Department**  
**Administration Division**  
**20 hours per week (10:00 a.m. – 2:00 p.m.)**

**SALARY RANGE:** \$18.82 - \$25.22 per hour

**CLOSING DATE:** Monday, August 1, 2016

**THE POSITION**

The Community Development Department is seeking a personable, customer service-oriented individual with excellent interpersonal skills to provide welcoming telephone and in-person reception. This position will provide a variety of administrative support for the department's six divisions utilizing specialized program knowledge. Bi-lingual applicants are strongly encouraged to apply.

**ESSENTIAL FUNCTIONS OF THE JOB**

- Provide a pleasant and positive experience for customers through professional and courteous behavior
- Establish and maintain positive working relationships with coworkers, contractors, other agencies, public officials, and the general public
- Communicate effectively and appropriately both verbally and in writing with people from diverse backgrounds
- Problem solve in a professional and constructive manner
- Using advanced knowledge of English grammar, spelling and usage, proofread and edit correspondence for Building Division staff as well as a variety of documents for department staff as needed
- Maintain existing or create new databases and spreadsheets
- Produce a variety of standard and customized monthly reports
- Assist with large mailings
- Assist with special projects as needed
- Regular and consistent attendance
- Support and respect diversity in the workplace
- Other duties as assigned

**COMPENSATION**

The salary range is \$18.82 - \$25.22 per hour. Starting salary will be determined depending on relevant work



experience. The city pays the full retirement contribution to PERS; provides employees with an opportunity to participate in a deferred compensation retirement plan; tuition reimbursement program available; public service loan forgiveness program; and offers excellent health, dental, vision and life insurance coverage. This is a regular 0.5 FTE position, as such benefits are prorated. In addition to hourly wage, 4% bilingual pay may be available.

### MINIMUM QUALIFICATIONS

- High school diploma or GED
- Three years of general office experience, including program and project administrative support
- Advanced computer skills and proficiency with Microsoft Office products
- Possess a valid driver's license and ability to meet the city's driving standards
- Ability to pass reference and background check

### HOW TO APPLY

Applications may be completed on our website at [www.BeavertonOregon.gov/jobs](http://www.BeavertonOregon.gov/jobs) or by submitting a City of Beaverton application form and cover letter to the Human Resources Department, Beaverton City Hall, P.O. Box 4755, Beaverton, OR 97076.

### VETERANS' PREFERENCE

Qualifying veterans and disabled veterans may obtain preference by submitting as verification of eligibility a copy of the Certificate of Release or Discharge from Active Duty (DD Form 214 or 215) or a letter from the US Department of Veterans Affairs indicating receipt of a non-service connected pension. Disabled veterans must also submit a copy of their veteran's disability preference letter from the Department of Veterans Affairs, unless the information is included in the DD Form 214 or 215. Veterans' preference documentation must be submitted with your application.

### THE COMMUNITY

Beaverton is located seven miles west of Portland and has a population of approximately 94,215. The city offers a variety of activities and amenities including the state's largest, all-agricultural farmers market; an outstanding city library; and more than 100 parks, bike paths and hiking trails. It has been named one of the best places to raise kids by BusinessWeek magazine, one of the top 25 suburbs for retirement by Forbes.com and one of the 100 best walking cities in America by Prevention magazine. Beaverton is about an hour's drive from the Oregon coast, Mt. Hood and the Columbia River Gorge. The city is also a transportation hub with frequent bus and rail connections to the entire Portland metropolitan area. City Hall is located on the MAX light rail service line at the Beaverton Central Station.