

The City of Beaverton is Hiring:

# Support Specialist 2

Neighborhood and Public Involvement Program, Office of the Mayor

**Application Deadline: September 2, 2016, at 4:30 p.m. PDT**

## THE POSITION

This is an exciting opportunity for an outgoing, well-organized and team oriented individual to assist the Mayor's Office with various community involvement projects and activities and provide administrative support to the program.



## THE IDEAL CANDIDATE

### Minimum Qualifications

- High school diploma or GED
- Three years of general office experience
- Other combinations of education and experience which provides the applicant with the knowledge, skills and abilities required to perform the job may be considered
- Ability to work flexible hours, including evenings and weekends
- Ability to pass reference and background check

### Preferred Qualifications

- Experience in event coordination, marketing and community outreach
- Ability to read, write, and speak in fluent Spanish

## RESPONSIBILITIES

The Support Specialist 2 would:

- Provide general staff support and public customer service to the city's boards and commissions and Neighborhood Association Committees (NACs).
- Assist with outreach strategy of community projects and events; including website, direct mail, social media and event logistics.
- Communicate effectively and appropriately both verbally and in writing with people from diverse backgrounds including volunteers, co-workers and members of the community.
- Maintain existing or create new databases and spreadsheets.
- Serve as staff liaison to a city board.
- Assist with developing marketing materials and write articles for newsletters.
- Attend meetings with stakeholders (assist with meeting logistics, take notes and coordinate follow up tasks).
- Manage accounts payable for division.
- Support and respect diversity in the workplace.
- Have other duties as assigned.

**Apply at [BeavertonOregon.gov/jobs](http://BeavertonOregon.gov/jobs) or at**  
City of Beaverton Human Resources Department  
12725 SW Millikan Way  
Beaverton, OR 97005

COMPENSATION

**Salary Range: \$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.



ABOUT BEAVERTON

Beaverton prides itself on being The Best of Oregon. It's a place that's growing and thriving but it still has a small town heart and strong sense of community. Beaverton is the sixth largest city in Oregon and is home to approximately 94,000 people. It is a diverse community where one-in-three people are a person of color and more than 100 languages are spoken in our schools.

The City of Beaverton is known as an organization that values public service. Our nationally recognized community vision is our beacon. Residents continually give the city high marks, with 71 percent saying things are headed in the right direction. Our police and library services receive satisfaction ratings of over 90 percent with public works and community involvement ratings coming in at the upper eighties.

The city's economic base is strong. The city has consistently been ranked as one of the safest in the Pacific Northwest. Beaverton is known for its quality neighborhoods, parks and schools. There are a full range of housing choices, with new exciting urban housing developments underway in our downtown.



*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.*

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