



Sunriver Service District



FULL TIME EXECUTIVE ASSISTANT (District)

HOURLY WAGE RANGE \$32.46 - \$39.46 Hourly

Summary

FLSA: Non-Exempt

The Executive Assistant position is responsible for managing the administrative activities of the Sunriver Service District and performs a variety of assignments to support the District Administrator and Board of Directors. This position provides a variety of executive and administrative support, and clerical duties. Develops, implements, and administers program functions, including the entry, collection, retrieval, and distribution of data to internal and external customers. Position specific assignments vary and may be called upon to assist the District in other departments. This position is a Confidential Employee, as defined in ORS 243.650 (6), thereby excluding it from representation by labor organization.

Supervision

This classification works under the direction of the District Administrator.

Supervision Exercised

Supervision is not a typical function assigned to this position but may be required to assist with training new and relief personnel.

Distinguishing Characteristics and Essential Functions

Essential duties, as defined under the Americans with Disabilities Act, may not include any of the following representative duties and responsibilities performed by employees in this job. It is not intended to serve as a comprehensive list of all duties performed by all employees in this classification; specific position assignments may change and will vary depending on the business needs of the assigned department. The job description does not constitute an employment agreement and is subject to change at any time by the employer.

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Essential Duties and Responsibilities

The duties and responsibilities listed should not be construed to be all-inclusive. The essential job duties will include other responsibilities as assigned and required:

District

- Assist internal and external customers by answering questions and providing information regarding

programs, services, policies, and procedures; assists customers in the completion of forms. Respond to requests for information from internal and external customers; answers routine questions; directs customers to appropriate resources.

- Prepare routine and complex documents, such as correspondence, technical, confidential documents, financial documents, reports, statistics, policies and procedures, proofreading for format, spelling, grammar, typos, and content clarity.
- Maintain regular contact with others outside own workgroup, such as visitors, vendors and/or other employees. The primary purpose of contact is to explain, clarify, or interpret detailed and somewhat complex or sensitive information; contacts are non-routine and require discretion and thoughtful communication efforts.
- Coordinate events and meetings, including location agreement, preparation of materials, scheduling, meeting minutes, and travel arrangements. Maintain calendars and manage special projects and events.
- ~~Identifies, assembles, and distributes meeting documents; reserves meeting space and equipment.~~
- Coordinates the setup, testing, and operation of telecommunications equipment for Board meetings to ensure reliable connectivity and functionality prior to each meeting.
- Maintain knowledge of Oregon Public Meeting Laws.
- Process, receive, sort, and distribute a variety of correspondence, deliveries, and mail.
- Manage the procurement of office supplies.
- ~~Manages relationships with vendors and service providers.~~
- Administer payroll, update employee information, enter and assign the various payroll types, pay rate calculations, and reporting in accordance with state and federal laws. Track compensatory, vacation, sick, and additional leave, longevity, and accrued time for employees.
- Assist with employee benefit management.
- Manage the on-boarding and off-boarding process for employees, process and update job descriptions, statuses, and classifications for employees.
- Process, ~~audits~~, and maintain timesheets and all payroll database changes; verify and maintain leave and accrual information, calculate and prorate salary and leave benefit amounts. Coordinate with other departments to ensure timely and accurate data.
- Assist with staff training and development.
- Assist in the preparation of the annual budget.
- Perform specialized accounting functions (with oversight) processing invoices for payments, reimbursements, deposits, and printing checks.
- Perform daily financial management such as check requests, purchase orders, reimbursements, account reconciliations, reviewing and processing documents, permits, and other documents.
- ~~Management of Sunriver Service District website~~
- Oversee the administration and maintenance of the Sunriver Service District website, including content management, routine updates, posting meeting materials and public notices, ensuring ADA accessibility and compliance where applicable, and coordinating with vendors or technical support to resolve website issues.
- Support Board of Directors by acting as point of contact for technical needs, maintaining Board member OneDrive, distribute meeting agendas, implement and update orientation meetings and materials for new directors.
- Plan and coordinate events and public relations campaigns.
- Support the District Administrator with various HR and Accounting tasks.

- Assist processing police reports within the Records Management System (RMS), distribute reports to criminal justice agencies, and maintain police records in accordance with applicable laws and policies.
- Assist as a Custodian of Records and process public records requests, including records review, lawful release, fee collection, redaction of digital evidence, audio, images, and body-worn camera video, and court-ordered sealing or expungement of records.
- Assist as a liaison with the courts by coordinating subpoenas, processing court-related documents, and respond to inquiries regarding police records and court matters.
- Assist as a Custodian of Evidence, Property, and Digital Evidence, ensure proper receipt, storage, security, documentation, release, and disposition of evidence in accordance with Oregon Revised Statutes, Oregon Administrative Rules, and department policy.
- Assist with public information and community outreach supporting community engagement efforts in accordance with department policy.
- Provide communication, records, evidence, and administrative systems training and guidance to department personnel, as assigned.
- Help manage Police department uniforms, equipment, and specialized supplies.
- Assist as needed with claims and reimbursements pertaining to GEMT FFS and CCO programs, conflagration and wildfire billings, and the collection of information for input into various billing systems, tracks payments from system to ensure reimbursement.
- Performs other related duties as assigned.

Knowledge, Skills, and Qualifications

The individual in this position is expected to possess and exhibit the following knowledge, skills, and abilities.

- Knowledge of, compliance with, and the ability to interpret District and Department policies and procedures; state and federal rules and regulations covering specific areas of assignments.
- Broad knowledge of Human Resources, Accounting, and Payroll principles and practices.
- Maintain budgetary proficiency to advise on revenues, expenses, budgetary status, and processes.
- Skill in accomplishing assigned administrative functions and ability to read, understand, interpret, and apply provisions of laws, ordinances, policies, and procedures.
- Ability to maintain strong time management skills, balance multiple priorities, and consistently meet timelines and due dates.
- Ability to exercise judgment, establish priorities and goals, maintain confidentiality, and communicate with others with a minimum of supervision and with only general direction.
- Ability to maintain strict confidentiality in all matters.
- Ability to communicate clearly and effectively with the public, community organizations, businesses, elected officials, and District employees in emergency and non-emergency situations.
- Ability to make independent decisions that are consistent with appropriate policies and procedures.
- Ability to establish and maintain effective work relationships with others in critical situations.

Education, Experience, Certifications, and Licenses

The following are the minimum qualifications for this position.

- High School Diploma or General Equivalency Diploma (GED) or an equivalent combination of education and experience that provides the required knowledge, skills, and abilities outlined in this job description.
- At least three years' experience in a similar position and/or performing similar tasks.
- Ability to obtain an Oregon Driver's License within 30 days of employment.

- Ability to obtain CJIS Certification within 60 days of employment.
- Ability to obtain Public Notary Designation within 90 days of employment.
- Ability to acquire and maintain LEDS certification after employment.

Work Environment

Work is performed in a standard office environment. Positions in this class typically require reaching, grasping, talking, hearing, seeing, repetitive motions and the ability to remain in a stationary position for extended periods of time. Extensive close work and computer monitor work is required of this classification. Must be able to exert up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently, to lift, carry, push, pull or otherwise move objects. Qualified individuals with a disability and known limitations will be reasonably accommodated to perform the essential functions of this classification.

Conditions of Employment

- This position is not covered by Social Security. The Sunriver Service District does not participate in the Social Security program.
- Must successfully pass a criminal background check as a condition of employment.
- Must possess and maintain a valid driver's license.
- Must be eligible to work in the United States.



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- Plan and coordinate events and public relations campaigns.
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Work Environment

Work is performed in a standard office environment. Positions in this class typically require reaching, grasping, talking, hearing, seeing, repetitive motions and the ability to remain in a stationary position for extended periods of time. Extensive close work and computer monitor work is required of this classification. Must be able to exert up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently, to lift, carry, push, pull or otherwise move objects. Qualified individuals with a disability and known limitations will be reasonably accommodated to perform the essential functions of this classification.

Conditions of Employment

- This position is not covered by Social Security. The Sunriver Service District does not participate in the Social Security program.
- Must successfully pass a criminal background check as a condition of employment.
- Must possess and maintain a valid driver's license.
- Must be eligible to work in the United States.



Sunriver Service District



FULL TIME EXECUTIVE ASSISTANT (District)

HOURLY WAGE RANGE \$32.46 - \$39.46 Hourly

Summary

FLSA: Non-Exempt

The Executive Assistant position is responsible for managing the administrative activities of the Sunriver Service District and performs a variety of assignments to support the District Administrator and Board of Directors. This position provides a variety of executive and administrative support, and clerical duties. Develops, implements, and administers program functions, including the entry, collection, retrieval, and distribution of data to internal and external customers. Position specific assignments vary and may be called upon to assist the District in other departments. This position is a Confidential Employee, as defined in ORS 243.650 (6), thereby excluding it from representation by labor organization.

Supervision

This classification works under the direction of the District Administrator.

Supervision Exercised

Supervision is not a typical function assigned to this position but may be required to assist with training new and relief personnel.

Distinguishing Characteristics and Essential Functions

Essential duties, as defined under the Americans with Disabilities Act, may not include any of the following representative duties and responsibilities performed by employees in this job. It is not intended to serve as a comprehensive list of all duties performed by all employees in this classification; specific position assignments may change and will vary depending on the business needs of the assigned department. The job description does not constitute an employment agreement and is subject to change at any time by the employer.

General Information

The following duties are representative of the essential functions of this position. They are not intended to be a comprehensive list of all responsibilities performed by employees in this classification. Specific position assignments may vary based on the needs of the assigned department. This job description does not constitute an employment agreement and may be revised by the employer at any time. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of the position.

Essential Duties and Responsibilities

The duties and responsibilities listed should not be construed to be all-inclusive. The essential job duties will include other responsibilities as assigned and required:

District

- Assist internal and external customers by answering questions and providing information regarding

programs, services, policies, and procedures; assists customers in the completion of forms. Respond to requests for information from internal and external customers; answers routine questions; directs customers to appropriate resources.

- Prepare routine and complex documents, such as correspondence, technical, confidential documents, financial documents, reports, statistics, policies and procedures, proofreading for format, spelling, grammar, typos, and content clarity.
- Maintain regular contact with others outside own workgroup, such as visitors, vendors and/or other employees. The primary purpose of contact is to explain, clarify, or interpret detailed and somewhat complex or sensitive information; contacts are non-routine and require discretion and thoughtful communication efforts.
- Coordinate events and meetings, including location agreement, preparation of materials, scheduling, meeting minutes, and travel arrangements. Maintain calendars and manage special projects and events.
- ~~Identifies, assembles, and distributes meeting documents; reserves meeting space and equipment.~~
- Coordinates the setup, testing, and operation of telecommunications equipment for Board meetings to ensure reliable connectivity and functionality prior to each meeting.
- Maintain knowledge of Oregon Public Meeting Laws.
- Process, receive, sort, and distribute a variety of correspondence, deliveries, and mail.
- Manage the procurement of office supplies.
- ~~Manages relationships with vendors and service providers.~~
- Administer payroll, update employee information, enter and assign the various payroll types, pay rate calculations, and reporting in accordance with state and federal laws. Track compensatory, vacation, sick, and additional leave, longevity, and accrued time for employees.
- Assist with employee benefit management.
- Manage the on-boarding and off-boarding process for employees, process and update job descriptions, statuses, and classifications for employees.
- Process, ~~audits~~, and maintain timesheets and all payroll database changes; verify and maintain leave and accrual information, calculate and prorate salary and leave benefit amounts. Coordinate with other departments to ensure timely and accurate data.
- Assist with staff training and development.
- Assist in the preparation of the annual budget.
- Perform specialized accounting functions (with oversight) processing invoices for payments, reimbursements, deposits, and printing checks.
- Perform daily financial management such as check requests, purchase orders, reimbursements, account reconciliations, reviewing and processing documents, permits, and other documents.
- ~~Management of Sunriver Service District website~~
- Oversee the administration and maintenance of the Sunriver Service District website, including content management, routine updates, posting meeting materials and public notices, ensuring ADA accessibility and compliance where applicable, and coordinating with vendors or technical support to resolve website issues.
- Support Board of Directors by acting as point of contact for technical needs, maintaining Board member OneDrive, distribute meeting agendas, implement and update orientation meetings and materials for new directors.
- Plan and coordinate events and public relations campaigns.
- Support the District Administrator with various HR and Accounting tasks.

- Assist processing police reports within the Records Management System (RMS), distribute reports to criminal justice agencies, and maintain police records in accordance with applicable laws and policies.
- Assist as a Custodian of Records and process public records requests, including records review, lawful release, fee collection, redaction of digital evidence, audio, images, and body-worn camera video, and court-ordered sealing or expungement of records.
- Assist as a liaison with the courts by coordinating subpoenas, processing court-related documents, and respond to inquiries regarding police records and court matters.
- Assist as a Custodian of Evidence, Property, and Digital Evidence, ensure proper receipt, storage, security, documentation, release, and disposition of evidence in accordance with Oregon Revised Statutes, Oregon Administrative Rules, and department policy.
- Assist with public information and community outreach supporting community engagement efforts in accordance with department policy.
- Provide communication, records, evidence, and administrative systems training and guidance to department personnel, as assigned.
- Help manage Police department uniforms, equipment, and specialized supplies.
- Assist as needed with claims and reimbursements pertaining to GEMT FFS and CCO programs, conflagration and wildfire billings, and the collection of information for input into various billing systems, tracks payments from system to ensure reimbursement.
- Performs other related duties as assigned.

Knowledge, Skills, and Qualifications

The individual in this position is expected to possess and exhibit the following knowledge, skills, and abilities.

- Knowledge of, compliance with, and the ability to interpret District and Department policies and procedures; state and federal rules and regulations covering specific areas of assignments.
- Broad knowledge of Human Resources, Accounting, and Payroll principles and practices.
- Maintain budgetary proficiency to advise on revenues, expenses, budgetary status, and processes.
- Skill in accomplishing assigned administrative functions and ability to read, understand, interpret, and apply provisions of laws, ordinances, policies, and procedures.
- Ability to maintain strong time management skills, balance multiple priorities, and consistently meet timelines and due dates.
- Ability to exercise judgment, establish priorities and goals, maintain confidentiality, and communicate with others with a minimum of supervision and with only general direction.
- Ability to maintain strict confidentiality in all matters.
- Ability to communicate clearly and effectively with the public, community organizations, businesses, elected officials, and District employees in emergency and non-emergency situations.
- Ability to make independent decisions that are consistent with appropriate policies and procedures.
- Ability to establish and maintain effective work relationships with others in critical situations.

Education, Experience, Certifications, and Licenses

The following are the minimum qualifications for this position.

- High School Diploma or General Equivalency Diploma (GED) or an equivalent combination of education and experience that provides the required knowledge, skills, and abilities outlined in this job description.
- At least three years' experience in a similar position and/or performing similar tasks.
- Ability to obtain an Oregon Driver's License within 30 days of employment.

- Ability to obtain CJIS Certification within 60 days of employment.
- Ability to obtain Public Notary Designation within 90 days of employment.
- Ability to acquire and maintain LEDS certification after employment.

Work Environment

Work is performed in a standard office environment. Positions in this class typically require reaching, grasping, talking, hearing, seeing, repetitive motions and the ability to remain in a stationary position for extended periods of time. Extensive close work and computer monitor work is required of this classification. Must be able to exert up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently, to lift, carry, push, pull or otherwise move objects. Qualified individuals with a disability and known limitations will be reasonably accommodated to perform the essential functions of this classification.

Conditions of Employment

- This position is not covered by Social Security. The Sunriver Service District does not participate in the Social Security program.
- Must successfully pass a criminal background check as a condition of employment.
- Must possess and maintain a valid driver's license.
- Must be eligible to work in the United States.



Sunriver Service District



FULL TIME EXECUTIVE ASSISTANT (District)

HOURLY WAGE RANGE \$32.46 - \$39.46 Hourly

Summary

FLSA: Non-Exempt

The Executive Assistant position is responsible for managing the administrative activities of the Sunriver Service District and performs a variety of assignments to support the District Administrator and Board of Directors. This position provides a variety of executive and administrative support, and clerical duties. Develops, implements, and administers program functions, including the entry, collection, retrieval, and distribution of data to internal and external customers. Position specific assignments vary and may be called upon to assist the District in other departments. This position is a Confidential Employee, as defined in ORS 243.650 (6), thereby excluding it from representation by labor organization.

Supervision

This classification works under the direction of the District Administrator.

Supervision Exercised

Supervision is not a typical function assigned to this position but may be required to assist with training new and relief personnel.

Distinguishing Characteristics and Essential Functions

Essential duties, as defined under the Americans with Disabilities Act, may not include any of the following representative duties and responsibilities performed by employees in this job. It is not intended to serve as a comprehensive list of all duties performed by all employees in this classification; specific position assignments may change and will vary depending on the business needs of the assigned department. The job description does not constitute an employment agreement and is subject to change at any time by the employer.

General Information

The following duties are representative of the essential functions of this position. They are not intended to be a comprehensive list of all responsibilities performed by employees in this classification. Specific position assignments may vary based on the needs of the assigned department. This job description does not constitute an employment agreement and may be revised by the employer at any time. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of the position.

Essential Duties and Responsibilities

The duties and responsibilities listed should not be construed to be all-inclusive. The essential job duties will include other responsibilities as assigned and required:

District

- Assist internal and external customers by answering questions and providing information regarding

programs, services, policies, and procedures; assists customers in the completion of forms. Respond to requests for information from internal and external customers; answers routine questions; directs customers to appropriate resources.

- Prepare routine and complex documents, such as correspondence, technical, confidential documents, financial documents, reports, statistics, policies and procedures, proofreading for format, spelling, grammar, typos, and content clarity.
- Maintain regular contact with others outside own workgroup, such as visitors, vendors and/or other employees. The primary purpose of contact is to explain, clarify, or interpret detailed and somewhat complex or sensitive information; contacts are non-routine and require discretion and thoughtful communication efforts.
- Coordinate events and meetings, including location agreement, preparation of materials, scheduling, meeting minutes, and travel arrangements. Maintain calendars and manage special projects and events.
- ~~Identifies, assembles, and distributes meeting documents; reserves meeting space and equipment.~~
- Coordinates the setup, testing, and operation of telecommunications equipment for Board meetings to ensure reliable connectivity and functionality prior to each meeting.
- Maintain knowledge of Oregon Public Meeting Laws.
- Process, receive, sort, and distribute a variety of correspondence, deliveries, and mail.
- Manage the procurement of office supplies.
- ~~Manages relationships with vendors and service providers.~~
- Administer payroll, update employee information, enter and assign the various payroll types, pay rate calculations, and reporting in accordance with state and federal laws. Track compensatory, vacation, sick, and additional leave, longevity, and accrued time for employees.
- Assist with employee benefit management.
- Manage the on-boarding and off-boarding process for employees, process and update job descriptions, statuses, and classifications for employees.
- Process, ~~audits~~, and maintain timesheets and all payroll database changes; verify and maintain leave and accrual information, calculate and prorate salary and leave benefit amounts. Coordinate with other departments to ensure timely and accurate data.
- Assist with staff training and development.
- Assist in the preparation of the annual budget.
- Perform specialized accounting functions (with oversight) processing invoices for payments, reimbursements, deposits, and printing checks.
- Perform daily financial management such as check requests, purchase orders, reimbursements, account reconciliations, reviewing and processing documents, permits, and other documents.
- ~~Management of Sunriver Service District website~~
- Oversee the administration and maintenance of the Sunriver Service District website, including content management, routine updates, posting meeting materials and public notices, ensuring ADA accessibility and compliance where applicable, and coordinating with vendors or technical support to resolve website issues.
- Support Board of Directors by acting as point of contact for technical needs, maintaining Board member OneDrive, distribute meeting agendas, implement and update orientation meetings and materials for new directors.
- Plan and coordinate events and public relations campaigns.
- Support the District Administrator with various HR and Accounting tasks.

- Assist processing police reports within the Records Management System (RMS), distribute reports to criminal justice agencies, and maintain police records in accordance with applicable laws and policies.
- Assist as a Custodian of Records and process public records requests, including records review, lawful release, fee collection, redaction of digital evidence, audio, images, and body-worn camera video, and court-ordered sealing or expungement of records.
- Assist as a liaison with the courts by coordinating subpoenas, processing court-related documents, and respond to inquiries regarding police records and court matters.
- Assist as a Custodian of Evidence, Property, and Digital Evidence, ensure proper receipt, storage, security, documentation, release, and disposition of evidence in accordance with Oregon Revised Statutes, Oregon Administrative Rules, and department policy.
- Assist with public information and community outreach supporting community engagement efforts in accordance with department policy.
- Provide communication, records, evidence, and administrative systems training and guidance to department personnel, as assigned.
- Help manage Police department uniforms, equipment, and specialized supplies.
- Assist as needed with claims and reimbursements pertaining to GEMT FFS and CCO programs, conflagration and wildfire billings, and the collection of information for input into various billing systems, tracks payments from system to ensure reimbursement.
- Performs other related duties as assigned.

Knowledge, Skills, and Qualifications

The individual in this position is expected to possess and exhibit the following knowledge, skills, and abilities.

- Knowledge of, compliance with, and the ability to interpret District and Department policies and procedures; state and federal rules and regulations covering specific areas of assignments.
- Broad knowledge of Human Resources, Accounting, and Payroll principles and practices.
- Maintain budgetary proficiency to advise on revenues, expenses, budgetary status, and processes.
- Skill in accomplishing assigned administrative functions and ability to read, understand, interpret, and apply provisions of laws, ordinances, policies, and procedures.
- Ability to maintain strong time management skills, balance multiple priorities, and consistently meet timelines and due dates.
- Ability to exercise judgment, establish priorities and goals, maintain confidentiality, and communicate with others with a minimum of supervision and with only general direction.
- Ability to maintain strict confidentiality in all matters.
- Ability to communicate clearly and effectively with the public, community organizations, businesses, elected officials, and District employees in emergency and non-emergency situations.
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- Ability to obtain CJIS Certification within 60 days of employment.
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- Ability to acquire and maintain LEDS certification after employment.

Work Environment

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Conditions of Employment

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Sunriver Service District



FULL TIME EXECUTIVE ASSISTANT (District)

HOURLY WAGE RANGE \$32.46 - \$39.46 Hourly

Summary

FLSA: Non-Exempt

The Executive Assistant position is responsible for managing the administrative activities of the Sunriver Service District and performs a variety of assignments to support the District Administrator and Board of Directors. This position provides a variety of executive and administrative support, and clerical duties. Develops, implements, and administers program functions, including the entry, collection, retrieval, and distribution of data to internal and external customers. Position specific assignments vary and may be called upon to assist the District in other departments. This position is a Confidential Employee, as defined in ORS 243.650 (6), thereby excluding it from representation by labor organization.

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Supervision Exercised

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Conditions of Employment

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