

## **Executive Support Specialist**

### **Position Description**

#### **The Association:**

The Oregon Community College Association (OCCA) represents the seventeen publicly chartered community colleges and their locally elected board members. Founded in 1962, OCCA is an ORS 190 council of governments whose purpose is to support the colleges before policymakers and partners whose actions affect the well-being of community colleges and their students across the state.

#### **Job Summary:**

OCCA is seeking a highly skilled and adaptable Executive Support Specialist to provide comprehensive administrative support to the Association's small staff and Executive Director and coordinate the office's activities. This pivotal role demands a proactive approach, exceptional organizational skills, and a commitment to confidentiality and excellence. The ideal candidate will be a self-starter, capable of managing multiple priorities with minimal supervision and adapting to changing demands with ease.

This position regularly and independently interfaces with high-level internal and external individuals requiring considerable discretion and initiative. The Executive Support Specialist is expected to work independently with these constituents to acquire information that will support staff in their diverse roles and responsibilities in fulfilling Association goals and priorities.

#### **Key Responsibilities:**

##### **Administrative Support:**

- Assists OCCA staff in successful performance of their duties by providing high-level administrative support to staff, including managing calendars, scheduling meetings, preparing reports, and handling correspondence.
- Performs extensive calendaring with internal and external partners, including legislators and other public/elected officials.
- Accurately composes, edits, produces, and distributes detailed e-mails and correspondence.
- Develops and maintains filing systems and verifies records.
- Makes travel arrangements for the Executive Director and other staff.
- Develops and maintains electronic distribution lists for OCCA committees, college affinity groups, and Board of Directors to ensure timely and appropriate communication with members and other partners.

- Maintains roster of all locally elected community college board members, including term expirations, appointment dates, and election dates.
- Supports content management of the Association's website and Basecamp pages.
- Provides and/or coordinates office computer hardware and software support.
- Maintains accurate and up-to-date files and office forms, tracking and document filing systems, manuals, and records, including confidential records, using retention schedule for public entities. Serves as point of contact for public records requests.
- Serves as the project manager for facilities requests and office needs.
- Conducts research and analytical activities, which involves gathering background material and data in support of projects to bring to management.
- Disseminates, collects, and ensures accuracy of monthly timesheets for all Association staff.
- Provides office support duties, which includes answering the phone, opening and processing mail, maintaining office inventory, and ordering supplies.

### **Communication:**

- Serves as a key point of contact and coordinator for the exchange of information and communication among the Association staff, Board of Directors, community college presidents and staff, external leaders and partners, legislators, and government officials.
- Manages inquiries and provides accurate information with discretion and professionalism. Redirects questions and requests to OCCA staff as necessary
- Communicates routinely, both orally and in writing, with locally elected board members, presidents and staff from colleges, other education partners, government agencies and organizations, legislators, students, and other stakeholders to provide information or seek information.
- Uses considerable independent judgment in responding to questions; finds answers and/or refers inquiries to appropriate contact, and follows up to ensure customers are effectively served.

### **Facilitation of Meetings:**

- Organizes and coordinates the activities of the Association's Board, associated committees, and Oregon's Presidents Council, including scheduling meetings, creating agendas, accurately preparing meeting materials, and taking and distributing minutes.
- Sends meeting agendas to attendees in a timely manner and prepares meeting notices and posts online.
- Ensures state public meeting and state ethics laws are followed for all meetings within scope of responsibilities.
- Attends a variety of meetings, both in-person and virtual, and tracks upcoming topics and action items for future follow-up.
- Coordinates all logistical aspects needed to conduct in-person and virtual meetings.

### **Financial Support:**

- Performs bookkeeping support including receiving, logging, and preparing bills and checks for processing and making deposits, ensuring accuracy and adherence to financial policies and procedures.
- Prepares monthly reimbursements for staff as requested.
- Coordinates with outside accountant to ensure accuracy of payroll reporting and expenditure/revenue accounting.

### **Project and Event Planning**

- Assists in the planning and execution of Association events, including logistics support, communications, vendor management, and on-site contact as directed.
- Carries out special projects from inception to completion, demonstrating initiative, creativity, and the ability to solve problems effectively.
- Works independently or on a team on a variety of Association projects and events.

### **Other:**

- Completes other duties as assigned.
- Maintains proficiency by attending trainings and meetings, reading materials, and meeting with others in areas of responsibility, which may require travel.

*The list of key responsibilities is intended to be representative of the tasks performed by this position. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.*

### **Essential Knowledge, Skills, and Abilities (Core Competencies):**

- Effective collaboration and diplomatic engagement with diverse groups, using sound judgment and strong interpersonal skills.
- Commitment to diversity, equity, and inclusion, fostering a supportive and inclusive work environment.
- Proficiency in computer applications, including word processing, spreadsheets, and databases.
- Understanding of relevant laws, regulations, and guidelines at federal, state, and local levels.
- Competence in record-keeping, filing, and office organization.
- Excellent communication, creative problem-solving, conflict resolution, and decision-making skills.
- Familiarity with office procedures, including a strong command of spelling, vocabulary, math, and grammar.
- Skilled in taking and preparing accurate minutes for meetings on complex topics.
- Keen attention to detail and the ability to quickly assimilate and apply new information.
- Knowledge of customer service principles, effective communication, and professional etiquette.

- Proficiency in using technology for communication, data gathering, and reporting.
- Initiative and flexibility, capable of working autonomously and in a team, managing diverse tasks without direct supervision.
- Ability to manage multiple priorities, anticipate needs, meet deadlines, and adapt to changing demands with minimal disruption.
- Strong project coordination skills, with a focus on completing tasks efficiently and with high quality.
- Fiscal management capabilities and the ability to handle complex and diverse duties with discretion and professionalism.
- Effective time management and prioritization, ensuring timely follow-up on projects.
- Ability to navigate unexpected situations with professionalism and sound judgment.

### **Association Expectations:**

- Embraces diversity and collaborates effectively with people from diverse cultural, social, economic, and educational backgrounds.
- Embraces, understands, and uses appropriate technology tools to accomplish job functions.
- Provides high quality, effective service to internal and external customers through continuous improvement and adoption of lean office practices.
- Adherence to Association policies and procedures.
- Exhibits collegiality, professionalism, and respect for everyone.

### **Qualifications:**

#### **Minimum Qualifications:**

- Associate degree in a related field;

-AND-

- One year of increasing responsible experience in administrative duties in an office environment;

-AND-

- Demonstrated excellence in organizational skills and attention to detail.
- Strong communication and interpersonal skills, with the ability to interact effectively with diverse individuals.
- High level of proficiency in Microsoft Office Suite.
- Proven ability to manage multiple tasks and projects with competing priorities.
- Flexibility to adapt to changing demands and work schedules.

Any equivalent combination of education and experience which provide the knowledge, skills, and abilities required to perform the duties as described.

**Preferred Qualifications:**

- Working knowledge of state government and/or the legislative process.
- Experience working in higher education administration.
- Experience working with an executive board.
- Understanding the workings of a public entity.
- Advanced administrative skills and a desire to continually increase technical skills and understanding.

OCCA recognizes the value of skills and knowledge gained outside of formal higher education and paid employment. Applicants who do not meet minimum qualifications but present other qualifications or experience equivalent to those required will be considered and are encouraged to apply. To qualify under equivalency, applicants must indicate how they qualify by responding to the supplemental question presented during the application process.

**Personal Attributes:**

- A proactive and independent worker who can anticipate needs and act without direct supervision.
- A high degree of professionalism and the ability to work effectively under pressure.
- A commitment to the values and mission of the OCCA and the community college system.
- Ability to exemplify traits that reflect the Association's culture, including integrity, a customer service orientation, cultural competency, trustworthiness, flexibility, and a willingness to adapt to change.

**Supervisory Responsibilities:**

- Supervision of others is not a function assigned to this position.

**Supervision Received:**

- Works with a high degree of independence under the general direction of the Director of Operations.

**Work Environment and Physical Requirements:**

This job operates in a professional business office environment in Salem, Oregon, with frequent interruptions. While performing the duties of this job, the employee is regularly required to maintain a stationary position for long periods of time (sitting or standing); communicate with employees, partners, and stakeholders; and operate a computer to develop work products, communicate, and carry out responsibilities. Occasionally, the employee is required to travel to attend meetings and events, and, rarely, move or transport items up to 25 pounds. Ability to provide own transportation for the purpose of picking up supplies, depositing checks, and attending offsite meetings and events.

## **Other Requirements:**

This is a full-time, salaried, non-exempt position located in Salem, Oregon. This position requires in-office attendance Monday-Friday, 8am – 5pm, while on trial service (first six months); occasional work from home may be considered after successful completion of trial service. The individual in this position will occasionally be requested to work outside the regular 8am – 5pm workday, including limited overnight travel to attend meetings and events.

## **Salary and Benefits:**

OCCA offers a competitive salary and benefits package, including professional development opportunities, in a supportive and dynamic work environment.

### **Salary:**

Starting salary range: \$49,000 - \$55,000

### **Benefits:**

OCCA is a PERS employer. The Association pays the employer contribution but does not pay the 6% employee contribution.

OCCA provides the following employer paid benefits to all employees:

- Medical, dental, and vision coverage through the Public Employee Benefits Board (PEBB)
  - OCCA pays 100% of employee only premium cost with employee paying \$10/month contribution; or
  - 95% of monthly premium cost for dependent or family coverage with employee paying 5% of monthly cost.
- Fully paid employee contributions to Paid Leave Oregon at .06% of salary.
- Basic life insurance of \$10,000 and \$100,000 of additional life insurance.
- Long-term disability coverage of 90 days at 60% of insured wages.
- Accidental death and dismemberment insurance up to \$100,000.
- Thirteen annual paid holidays.
- Reimbursement of business-related expenses including travel, mileage, and per diem.
- 8 hours per month accrual of paid sick leave.
- Progressive vacation leave based on years of service, starting at 13 hours per month.

## **Application Process:**

To apply for this position, you must submit the following to [occajobs@gmail.com](mailto:occajobs@gmail.com):

- Cover Letter explaining your interest in the position and describing how you meet the minimum qualifications of the position;

- Current Resume;
- Completed responses to the Supplemental Question;
  - If you do not meet the minimum qualifications, please share how your experience qualifies you for this position.

*Upon hire, the candidate may be required to provide official transcript(s) for degree(s) earned, if applicable.*

**Send completed materials to Katie Archambault, Director of Operations at [occajobs@gmail.com](mailto:occajobs@gmail.com).**

***Apply immediately; applications will be reviewed on a rolling basis starting immediately and the positing will remain open until the position is filled.***

Required documents must be provided at the time of application. Please remove any personal information such as photographs, date of birth, gender, social security number, and other protected information from your documents. Documents containing protected information will be considered incomplete. Incomplete applications will not be considered. For the candidate who is hired into this position, salary will be based on education and experience. For this reason, please be sure to include everything in your application that you want the Association to consider toward placement.

### **Reasonable Accommodation Statement:**

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of this job. This job description is a general description of essential job functions. It is not intended as an employment contract, nor is it intended to describe all responsibilities, skills, effort, or work conditions associated with the job someone in this position would perform. All employees of OCCA are expected to perform tasks as assigned by supervisory/management personnel regardless of job title or routine job duties.

### **American Disability Act (ADA):**

OCCA complies with Title II of the ADA where it prohibits all public entities, regardless of the size of their work force, from discriminating in employment against individuals with disabilities.

### **Equal Employment Opportunity Commission (EEOC):**

OCCA is an equal opportunity employer that does not discriminate based on upon race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other legally protected characteristics.

### **Veteran's Preference Statement:**

Applicants are eligible to use Veteran's Preference when applying with Oregon Community College Association in accordance with ORS 408.225, 408.230 and 408.235; and OAR 105-040-

0010 and 105-040-0015. Military personnel who expect to be honorably discharged from the military within 120 days of certifying veteran status on this job application, may also request preference. Preference will only be given if the applicant meets the minimum qualifications and any special qualifications for the position and attaches the required documentation at the time of application.

**Documents Required:**

- MEMBER COPY 4 of the Certificate of Release or Discharge from Active Duty (DD Form 214 or 215) – OR – Letter from the US Dept. of Veterans Affairs indicating a non-service-connected pension.
- Disabled Veterans must also submit a copy of their Veterans disability preference letter from the Department of Veterans Affairs.

You can request copies of your military service record through the National Archives website at: <http://www.archives.gov/veterans/military-service-records>

For information regarding Veteran's Preference qualifications, visit the following website: <https://www.oregon.gov/boli/workers/Pages/veterans-preference.aspx>