



# Notice of Vacancy

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## Senior Board Development Administrative Assistant

Oregon School Boards Association  
1201 Court St., N.E., Suite 400  
Salem, OR 97301

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Oregon School Boards Association (OSBA) is dedicated to improving student success and education equity through advocacy, leadership, and service to Oregon public school boards. OSBA is a non-profit corporation whose members include school districts, education service districts and community colleges.

OSBA strives to create welcoming and inclusive environment that values the diversity of our staff and our members. We promote fairness and equity to create a workplace environment where everyone is treated with respect and has a voice.

We are interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. We have seen the research that indicates people of color and women hesitate to apply for jobs unless they feel they meet all of the job qualifications. We encourage you to apply, even if you do not believe you meet every one of the qualifications. You may be exactly who OSBA needs.

Step inside our world and you'll find one passionate leader after another working together in a spirit of collaboration that is simply contagious. The dynamic individuals who belong to the OSBA family are committed to excellence – for our members and the students our members serve.

### **Supervision/General Position Description:**

Works under the supervision of and reports to the Director of Board Development and receives little instruction on day-to-day work, performs executive administrative support activities of a complex or technical clerical nature, which require technical and adaptive skills, independent judgment, and discretion, and receives general instructions on new assignments. This includes supporting all department activity, coordinating board development and superintendent search projects, independently prioritizing work and completing tasks within fixed timelines.

Performs other duties and responsibilities as assigned by the Deputy Executive Director or the Executive Director.

### **Salary Range:**

Commensurate with experience and background, with a starting salary range of \$39,000-\$58,800.

### **Employee Benefits:**

Medical, dental, vision, life, and disability insurance. OSBA also participates in Oregon Public Employees Retirement System (PERS) and pays the employee's contribution.

### **Essential Job Functions:**

Provides executive administrative support for the department director including, but not limited to, general correspondence; responding to phone, fax, and e-mail requests for information as assigned.

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Coordinates and posts news releases, information related to services and assists in the review of and maintaining the department's information on the OSBA website and other assigned web pages.

Ensure that executive leadership is informed of priorities, deadlines, and challenges. Assist executive leadership in tracking key operational metrics by organizing and compiling data, researching facts, and coordinating information retrieval.

Independently perform special projects that require a combined knowledge of administrative needs and technical operations.

Performs executive administrative support activities of a complex or technical clerical nature, which require technical and adaptive skills, independent judgment, and discretion. This includes but is not limited to identifying and gathering data and information, organizing, and presenting information in a clear and understandable format.

Complete accurate and detailed leadership department expense reporting and other departmental reports.

Utilize efficient time management with the nuances of complex administrative assistance at the executive level.

Provides on-site support services at conferences and workshops as assigned.

Prepares, types, edits, and proofreads letters, charts, tables, graphs, materials for conferences and workshops such as PowerPoint presentations from handwritten copy or electronic documents for department staff.

Maintain confidentiality in all aspects of team and company information.

Operate independently with minimal supervision.

Organizes hard copy and computer files and retrieves materials as needed.

Assists in updating information, migrating content, and creating new pages on the website, updates intranet and external web pages.

**Marginal Job Functions:**

Occasionally required to drive and travel throughout the state.

Assists staff in making travel arrangements and conference registrations. Provides support to staff while out of the office.

Answers phones, takes messages and, when appropriate, contacts staff.

Serves as a backup to other departments.

**Work Location:**

OSBA offices are located in Salem, Oregon. However, in an effort to attract top-quality candidates, OSBA will consider candidates who would work remotely from another part of Oregon. There may be occasions when attendance at the office is required.

**Physical Qualifications:**

The work is primarily sedentary but involves some standing. The tasks include seated work, some light carrying, manual dexterity and bending and lifting (up to 25 lbs).

**Minimum Job Qualifications:**

High school graduate or equivalent plus post high school training or equivalent experience in secretarial sciences or office administration. Two years of relevant training or experience is preferred. Board secretary experience within a school district is highly desirable.

Proficiency in the use of the English language, including vocabulary, spelling, grammar, punctuation, syntax, general editing, and reference skills; including the ability to write in a concise, logical and grammatically correct manner is required to be successful in this position.

Advanced experience and familiarity with the *Microsoft Office* suite, including *Outlook*, *Word*, and *Excel* is required. Experience in *PowerPoint* and *Adobe Acrobat* is strongly preferred.

Proficiency with database software is highly desirable.

Demonstrated ability to work under tight time frames while managing competing demands and priorities, exercise independent judgement and adapt to frequent changes in workload and priorities are necessary to be successful in this position.

Demonstrated ability to organize and complete work assignments quickly and accurately.

Attention to detail, organization, and the ability to work independently while supporting multiple department staff in a fast-paced environment is required to be successful in this position.

Demonstrated ability to solve problems and ask for assistance as needed.

Effective interpersonal skills and the ability to work well with people of various social, cultural, economic, and educational backgrounds.

Ability to show and demonstrate initiative, professionalism, and the capacity to work within an environment of frequent interruptions, conflicting priorities, and varying workloads.

Strong interpersonal skills with the ability to interface effectively with a wide variety of internal and external clients.

Ability to anticipate needs, demonstrate resourcefulness and be responsive are essential.

**Preferred Attributes:**

Business sense - has a strong business sense and can decipher priorities and make sound judgment calls when needed.

Commitment to excellence - perform duties at the highest level possible on a consistent basis.

Excellent communicator - able to interact with people of all levels in a confident, professional manner.

Demonstrate ability and temperament to work with sensitive information.

Team player - have team-oriented experience and approach.

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Service focus - dedicated to meeting the expectations of the CEO and other senior executives by maintaining effective relationships with interested parties.

Ability to think outside of the box with a sense of urgency.

**To apply:**

Submit the following materials to:

1. A cover letter;
2. A completed application form;
3. Names and contact information for 3 references;
4. Current resume.

**Reasonable Accommodations:**

Reasonable accommodations for the application and interview process will be provided upon request and as required in accordance with the Americans with Disabilities Act of 1990. Disabled persons may contact OSBA at (503) 588-2800 for additional information or assistance. Speech or hearing-impaired persons may contact OSBA for assistance through the Oregon Telecommunications Relay Service by dialing 1-800-735-2900.

**For an application contact:**

Oregon School Boards Association  
1201 Court St., NE, Suite 400  
Salem, Oregon 97301  
Phone: 503-588-2800  
Fax: 503-588-2813  
[www.osba.org/jobs](http://www.osba.org/jobs)

**Hiring Schedule:**

Closing Date: February 25, 2022  
Initial Screening Begins: February 18, 2022  
Initial Virtual Interviews: February 22 – March 4, 2022  
Final Virtual Interviews: March 7 – 16, 2022  
Final Selection/Notification: March 18, 2022  
Commence Work: April 1, 2022