



Lewis County Employment Opportunity

Department: Community Development | Position: Office Manager

Who May Apply: All Qualified Applicants

Employment Status: Regular Full-Time

Salary Range: \$4,289 - \$5,767/mo.

Posting Opens: 02/13/2017

First Screening: 03/03/2017

DEPARTMENT / OFFICE

This is a non-represented, FLSA exempt position.

POSITION SUMMARY

Under limited supervision, performs professional and confidential office management functions, and supervises the administrative operations of the Community Development Department; supervises assigned personnel; and performs other related duties as assigned.

Oversees and coordinates the administrative operations for the Community Development Department, including personnel administration, budget, accounting, Master Plan MOU records, billing, cash receipts, contracts, project management, and customer relations; evaluates issues, and recommends solutions.

HOW TO APPLY

Application materials and job description are available online at www.lewiscountywa.gov/jobs or pick up an application package between the hours of 8:00 a.m. and 5:00 p.m. at:

Lewis County Human Resources
Historic Courthouse Building
3521 NW North St. RM# 023
Chehalis, WA 98532

Application packets may be requested by calling (360)740-1408. Please note: there may not be sufficient time for the packet to be mailed and returned by the closing date.

Lewis County accepts no responsibility for completeness of applications, the timely delivery or the loss or damage of data when sent by email, fax, U.S. Postal Service, private carrier, delivery service, or other provider. Application materials received by Lewis County become the property of the County.

WHO MAY APPLY

This recruitment is open to any qualified applicant who meets the minimum qualifications and can perform the essential functions, with or without accommodations, and possesses the knowledge, skills and abilities as identified in the job description.

REQUIREMENTS

The following items are **REQUIRED** for your application to be considered complete and for you to be considered for this recruitment. **Note: ALL sections of the application must be complete. "See resume" is not acceptable.**

- ✓ Lewis County Employment Application
- ✓ Authorization to Release Information
- ✓ Cover Letter
- ✓ Resume

All application materials must be received by Human Resources. Applications may be faxed to 360-740-1494 or emailed to daleyn.coleman@lewiscountywa.gov providing a signed hard copy follows within 5 business days. *If completing the application online, no hard copies are necessary.*

MINIMUM REQUIREMENTS

► Associate's Degree in Business Administration, Accounting, or a closely related field; AND four (4) years' experience supervising administrative operations.

A valid Driver's License is required.

NOTE: The information for State and Federal Reporting Form is voluntary. By providing this information, you assist the County in meeting state and federal reporting requirements. The information provided on this form is not used as a part of the review and selection process.

Lewis County is an equal opportunity employer that provides access, free from discrimination based on race, color, national origin, religion, age, sex, marital status, sexual orientation, military or veteran status, pregnancy, disability, genetic information or any other basis protected by law in employment or provisions of services.