



JOB ANNOUNCEMENT

Office Specialist – Public Works & Community and Economic Development

The City of Stayton is seeking a customer-focused and highly organized Office Specialist to provide administrative support for our Public Works and Community and Economic Development Departments. This position serves as a key point of contact for residents, businesses, contractors, and developers, assisting with permits, applications, facility rentals, records management, and a variety of departmental programs and projects.

The ideal candidate will thrive in a fast-paced environment, enjoy working with the public, and have strong organizational, communication, and technology skills. This role offers a diverse workload that includes coordinating facility rentals, supporting land use and public works processes, preparing meeting materials for boards and commissions, assisting with grants and contracts, maintaining records, and helping ensure efficient day-to-day department operations.

The ideal candidate is organized, detail-oriented, and enjoys working with the public while helping deliver essential City services.

EDUCATION, KNOWLEDGE, SKILLS, AND ABILITIES

- *Required Education / Experience:*
 - High School Diploma (or equivalent) plus three years of experience in an administrative, secretarial, or clerical position, or equivalent combination of experience and training.
 - Customer service experience. Courteously meet and deal effectively with other employees and the public. Ability to deal with hostile or difficult customers while maintaining a professional attitude.
 - Experience establishing and maintaining records, reports, and statistical data.
 - Considerable knowledge of standard office practices and procedures, basic knowledge of English composition, spelling, and grammar.
 - Expertise in Microsoft Office Suite, specifically Word and Excel, and Adobe Acrobat is essential.
- *Certificates/Licenses/Registrations:*
 - Possession of or ability to obtain a Notary Public commission within 90 days of employment.

SALARY AND BENEFITS

- Salary range is \$49,255 to \$64,266 annually depending on qualifications and experience.
- The City also offers a comprehensive and competitive benefit package, including:
 - Vacation: Two weeks accrued annually (increases with longevity)
 - Holidays: 11 holidays annually and 2 floating holidays
 - Sick Leave: 8 hours per month
 - Insurance: 85% Paid Medical, Dental, and Vision
 - Defined Benefits Retirement Plan
 - Life Insurance Long-Term Disability

See Next Page for Application Information

HOW TO APPLY

- Download the job description and employment application on our website at: www.staytonoregon.gov/page/employment
- Applications and resumes may be submitted via email to Human Resources at hr@staytonoregon.gov, or via regular mail to the City of Stayton, 362 N. Third Avenue, Stayton, Oregon 97383.

Open Until Filled
Review of Applications Begins August 25, 2026

The City of Stayton is an Equal Opportunity Employer