



**City of Milwaukie
Employment Opportunity**

Assistant to the City Manager

Apply by: May 16, 2011, 4:00 p.m.

- Status: **Full-time 40 hours/week, Benefit eligible**
- Hours: **Monday – Friday, general business hours**
- Work location: **City Hall, 10722 SE Main Street, Milwaukie, OR**
- Department: **Administration**
- Salary: **\$57,852 - \$73,836 Annually – Non Exempt, non-represented**
- Benefits: **Family medical/dental/vision insurance; life/disability insurance; unemployment insurance; Social Security; PERS paid by employer, additional 2% of base salary placed in deferred compensation account, vacation, sick leave and holiday pay.**

The City of Milwaukie is seeking an Assistant to the City Manager with exceptional communication and customer service skills and the ability to work with both internal and external customers while providing highly responsible, confidential and complex professional management support to the City Manager.

This position acts as a liaison between the City Manager and city departments, the contract City Attorney, outside agencies and the general public, attends meetings and prepares minutes and reports for the City Manager; maintains confidential and sensitive information related to pending litigation, economic development, labor contract negotiations and grievance handling. Provides leadership for assigned internal and external issues and special projects with City-wide implications. Assists, advises, and represents the City Manager and City management staff in a wide range of external and internal matters; provides complex administrative and technical support and frequently sensitive analysis of information.

Qualifications: Master's Degree in Public Administration is preferred. Four years of progressively responsible related experience; or an equivalent combination of education and experience.

Selection Process: A screening of all application materials will be completed to determine the candidates being invited to an interview. Preference will be given to those applicants who have direct and relevant education and/or work experience. Interviews may be scheduled as qualified applications are received. Offers of employment are contingent upon successful completion of a pre-employment background screening, which may include a background check, drug screen and physical exam.

Application Process: All candidates must complete a City of Milwaukie employment application. Resumes may be included but are not accepted in lieu of an application. Application materials are available for download at www.cityofmilwaukie.org. Please mail or bring your signed application materials to City of Milwaukie, Human Resources, 10722 SE Main Street, Milwaukie, OR 97222.

Immigration law notice: Only US citizens and aliens authorized to work in the United States will be hired. All new employees will be required to complete and sign an employment eligibility form and present documentation verifying identity and employment eligibility.

Equal employment opportunity: All qualified persons will be considered for employment without regard for race, color, religion, sex, national origin, age, marital status, familiar status, gender identity, sexual orientation, disability for which a reasonable accommodation can be made or any other status protected by law.

Veteran's preference: Under Oregon Law, qualified veterans may be eligible for veteran's preference in application for City of Milwaukie positions. If you are a veteran, or disabled veteran, and would like to be considered for a veteran's preference for the job for which you are applying, check the appropriate box on the application form. To qualify for veteran's preference, veterans must provide appropriate documentation along with their application materials before the application deadline date listed on the job announcement.

Minorities, women, and qualified individuals with disabilities are urged to apply. If you wish to identify yourself as an individual under the Americans with Disabilities Act of 1990 and will be requesting accommodation or assistance with any part of the application process, please notify Human Resources.

***Equal Opportunity/Affirmative Action Employer
Women and Minorities are Encouraged to Apply***

EMPLOYMENT APPLICATION

Instructions: Please print or type. This application is a part of the screening process. To be considered for employment please:

1. Fill out the application completely. **Do not use "Refer to resume."**
2. Use additional sheets if necessary. Incomplete applications will not be accepted.
3. Sign and date the application.
4. Mail, or bring the application to the Human Resources Office, City of Milwaukie, 10722 SE Main St., Milwaukie, OR 97222. **Applications submitted after the closing date will not be considered.**

Visit our website at
www.cityofmilwaukie.org
for current job openings.

We are an Equal Opportunity Employer.
Please notify us if you need any accommodations or assistance with any part of our application process.

CONTACT INFORMATION

Position Applied for: _____

Name: _____
Last First MI

Address: _____
Street City State Zip

Phone: _____ **E-mail Address:** _____
Preferred contact number Second preference

EDUCATION/TRAINING RECORD

Diploma/GED Some College Associate's Bachelor's Master's Doctorate

| NAME AND LOCATION OF SCHOOL | TOTAL CREDIT HOURS | | TYPE OF TRAINING OR MAJOR | NAME OF CERTIFICATE OR DEGREE RECEIVED |
|-----------------------------|--------------------|------|---------------------------|--|
| | SEM. | QTR. | | |
| | | | | |
| | | | | |
| | | | | |
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If job requires course work in specific areas, attach transcript or list of courses completed.

LICENSES AND CERTIFICATIONS

List Driver's License and other licenses or certificates required by the announcement.

| Title | Number | Issuing Agency | Expiration Date | Special Endorsements/Class |
|-------|--------|----------------|-----------------|----------------------------|
| | | | | |
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| | | | | |
| | | | | |

ADDITIONAL SKILLS

List any additional skills you have which qualify you for this position:

| |
|--|
| |
| |

OTHER

As an adult, have you ever been convicted of an offense other than a minor traffic violation? Yes No

If yes, please explain the nature of the offense, the date, and the location: _____

Convictions are evaluated for each position and are not necessarily disqualifying.

EMPLOYMENT HISTORY

List all the positions you have held in the past fifteen (15) years. Begin with your most recent experience. List all jobs separately, include military, volunteer, and intern experience. Use additional sheets if necessary.

| | | | |
|---------------------------------|--|--|--|
| Current or Last Employer | | Location | |
| Type of Business | <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Volunteer | Dates Employed From _____ To _____ | |
| Reason for Leaving | Supervisor | Supervisor's Phone Number | May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Your Job Title | | Salary | |
| Job Duties: | | | |

| | | | |
|---------------------------|--|--|--|
| Previous Employer | | Location | |
| Type of Business | <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Volunteer | Dates Employed From _____ To _____ | |
| Reason for Leaving | Supervisor | Supervisor's Phone Number | May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Your Job Title | | Salary | |
| Job Duties: | | | |

| | | | |
|---------------------------|--|--|--|
| Previous Employer | | Location | |
| Type of Business | <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Volunteer | Dates Employed From _____ To _____ | |
| Reason for Leaving | Supervisor | Supervisor's Phone Number | May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Your Job Title | | Salary | |
| Job Duties: | | | |

CERTIFICATION: I certify that all statements on this application and any supplemental application material are complete to the best of my knowledge. I understand false or incomplete statements shall be sufficient for disqualification from the application process or dismissal should I be hired for employment. In submitting this application for employment, I understand that I am authorizing the City of Milwaukie to investigate the information that I provide, including contacting representatives of former employers, educational institutions, or any references. I understand that the City of Milwaukie also completes a background check of all applicants, which will include a driving history, criminal records, and might include a credit history. My signature on this serves as my authorization for the City to conduct such record checks. I realize that the City of Milwaukie will provide me with the required notice, disclosure, and request for authorization whenever the information sought falls under the requirements of the Fair Credit Reporting Act. I understand that a conditional job offer will be contingent upon successfully passing a drug screen. **I have read and I understand all of the instructions and acknowledgments set forth above.**

Signature:

Date:

City of Milwaukie VETERAN'S POINTS FORM

FULL NAME: _____

Under Oregon law, some veterans who successfully complete all phases of a Civil Service test may be eligible for preference points. If you think you may qualify, **please read the following checklist carefully**. Check the box for each item that is appropriate.

****Note:** To assure points are awarded at the appropriate time, this completed form and required documentation must be submitted with your application. If you are discharged/released later and otherwise qualify, you must submit this completed form and the required documentation before points can be awarded.

You may be eligible for either ten points as a qualified disabled veteran or five points as a qualified veteran (non disabled), but not both.

- I am claiming ten (10) points as a qualified disabled veteran. Skip to part B: "Qualified Disabled Veteran Questions" on page 3; **OR**
- I am claiming five (5) points as a qualified veteran (non disabled). Complete only part A below.

A. Qualified Veteran Questions: You may claim five (5) veteran's preference if you check **at least one box in each of the two sections below** and provide **proof of eligibility** by submitting a copy of your **DD-214 or DD-215** that includes your discharge/release status (e.g., honorable discharge).

Section One – ORS 408.225(1)(d)

- I served on active duty* with the Armed Forces of the United States for a period of more than 178 consecutive days and was discharged or released from active duty under honorable conditions; **OR**
- I served on active duty* with the Armed Forces of the United States for 178 days or less and was discharged or released from active duty under honorable conditions because of a service-connected disability; **OR**
- I served on active duty* for at least one day in a combat zone and was discharged or released from active duty under honorable conditions; **OR**
- I received a combat or campaign ribbon for service in the Armed Forces of the United States.

*Attendance at a school under military orders, except schooling incident to an active enlistment or regular tour of duty, or normal military training as a reserve officer or member of an organized reserve or National Guard unit is **not** considered active duty.

Section Two – ORS 408.235

- I was discharged or released from service in the armed forces within 15 years of the date of this application.

Date of Discharge _____

*****You must provide proof of eligibility by submitting a copy of your DD-214 or DD-215.**

I hereby claim non-disabled veteran's preference points and certify that the above information is true and correct. I understand that any false statements may be cause for my disqualification or dismissal, regardless of when discovered.

Print Name: _____ Social Security No.: _____ - _____ - _____

Signature of Applicant: _____ Date: _____

Title of position applied for: _____

*****Points will not be awarded without the appropriate documentation. You must submit a copy of your DD-214 or DD-215 in all cases, even if you have previously submitted a copy to the District. You will not receive points without accompanying documents.*****

ORS 408.210-235

B. Qualified Disabled Veteran Questions: You may claim ten (10) veteran's preference points if you can check **at least one box** below and provide **proof of eligibility** by submitting *both*:

1. a copy of your **DD-214 or DD-215 form showing your discharge status, and**
2. a copy of your Veterans' disability preference letter dated within the last 6 months from the Department of Veteran's Administration.

ORS 408.225(1)(b)

- I am entitled to disability compensation under laws administered by the United States Department of Veterans Affairs; **OR**
- I was discharged or released from active duty for a disability incurred or aggravated in the line of duty; **OR**
- I was awarded the Purple Heart for wounds received in combat.

I hereby claim disabled veteran's preference points and certify that the above information is true and correct. I understand that any false statements may be cause for my disqualification or dismissal, regardless of when discovered.

Print Name: _____ Social Security No.: _____ - _____ - _____

Signature of Applicant: _____ Date: _____

Title of position applied for: _____

*****Points will not be awarded without the appropriate documentation. You must submit a copy of your DD-214 or DD-215 that shows discharge status in all cases. If you are claiming disabled Veteran points, you must also submit a copy of your Veterans' disability preference letter from the Department of Veteran's Administration dated within the last 6 months. You will not receive points without these accompanying documents.*****

ORS 408.210-235

CONFIDENTIAL APPLICANT INFORMATION
CITY OF MILWAUKIE

POSITION APPLIED FOR

DATE APPLYING

The City of Milwaukee is dedicated to a policy of equal opportunity in employment without regard to race, religion, sex, national origin, age, marital status, mental or physical disability, or political affiliation.

The following information is voluntary and will not be considered in any part of the selection process. It is used for statistical purposes only so that the City can monitor its hiring practices, consistent with its commitment to further the principles of Equal Employment Opportunity. At the time of submittal, the form will be separated from your application and information provided on the form will not be used to make any employment decisions and will be kept strictly confidential.

MARK EACH OF THE APPROPRIATE SECTIONS LISTED BELOW

ETHNIC IDENTIFICATION (check one only)

1. Caucasian (Not of Hispanic origin) All persons having origins in any of the original peoples of Europe, North Africa, or Middle East.
2. Black (Not of Hispanic origin) All person having origins in any of the black racial groups.
3. Hispanic All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture of origin, regardless of race.
4. American Indian or Alaskan Native All persons having origins in any of the original peoples of North America who maintain cultural identification through tribal affiliation or community recognition.
5. Asian or Pacific Islander All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example: China, Japan, Korea, the Philippine Islands, Samoa, and India

SEX: Male Female

RECRUITMENT SOURCES:

How did you **first** learn of this employment opportunity? (Please specify source name)

- Newspaper _____
- Professional Publication _____
- State Employment Office _____
- City Job Hotline _____
- City Website _____
- Other Website _____
- Current City of Milwaukee Employee _____
- Other (Please list) _____