



Executive Secretary

Application Packet Includes:

- Job Announcement
- Job description
- City of Warrenton Employment Application

Please return completed City of Warrenton Job Application, Resume, and Cover Letter to the City of Warrenton Public Works Department at 45 SW 2nd St, Warrenton, OR 97146, or via email to: rhaglund@warrentonoregon.us. Open until filled; first review September 12, 2025

Please contact rhaglund@warrentonoregon.us with any questions. (971) 286-2041



EXECUTIVE SECRETARY: FT (40 hours per week) non-exempt position. Salary Range 17 \$3,901.61 – \$4,742.43 mo. + excellent benefits. This position is represented by the American Federation of State, County and Municipal Employees.

Under supervision of the Public Works Director or designee, provides advanced secretarial support across all divisions of a multifaceted public works department. This position works closely with the public works management. This position requires a significant level of independent thought and acceptance of responsibility, works with limited supervision and is extremely knowledgeable of office procedures. Possesses strong organizational skills and trains junior clerical staff.

REQUIRES: High school diploma or GED. Sufficient skill and experience to satisfactorily perform the duties of the position. Knowledge of municipal government policies, procedures, and structure; applicable local, state and federal laws, codes, regulations and ordinances. Basic principles, practices, and procedures of municipal and governmental budgeting, accounting and purchasing including preparation, monitoring, transferring, and reporting. Basic Public Works functions and research methods. Municipal organization, operations, policies and objectives. Detailed record-keeping techniques. Applicable federal, state and local laws, codes, regulations, policies and procedures related to areas of assignments. Effective oral and written communication principles and practices. Project management techniques and principles. Research methods and report preparation and presentation. Modern office procedures, methods, and equipment including computers and computer applications such as word processing, spreadsheets, and statistical databases.

Application packet is available at the Public Works Department at 45 SW 2nd Street, Warrenton, OR 97146 or www.warrentonoregon.us

Any questions contact Rock Haglund at (971) 286-2041 or rhaglund@warrentonoregon.us

Cover Letter, Resume, City Application are required.

Closing Date: Open until filled – First review Friday, September 12th, 2025



City of Warrenton

Position Description

Position: Executive Secretary	
Department/Site: Public Works	FLSA: Non-Exempt
Evaluated by: Public Works Director	Salary Grade: 17

Summary

Under supervision of the Public Works Director or designee, provides advanced secretarial support across all divisions of a multifaceted public works department. This position works closely with the public works management. This position requires a significant level of independent thought and acceptance of responsibility, works with limited supervision and is extremely knowledgeable of office procedures. Possesses strong organizational skills and trains junior clerical staff.

Daily contact with the general public, co-workers, and supervisory personnel is expected, as well as frequent contact with the organization's chief administrator, appointed committees, and governing body.

This position works under the supervision of the Public Works Director or designee and is a key member of the office staff. Must develop and maintain a mentoring and collaborative working relationship with others including department heads, officials, employees, vendors, regulators and others outside the city government. The incumbent in this position encourages a constructive team atmosphere, often works independently, and must exercise exceptional internal and external customer service.

Essential Duties and Responsibilities

The duties listed below are examples of the work typically performed by employees in this class. An employee may not be assigned all duties listed and may be assigned duties which are not listed below.

- Track substantive information for capital improvement project invoices to determine proper payment; includes change orders, certified payrolls, and proper submission procedure
- Request quotes, prepare requisitions process orders with vendors following public contracting processes
- Maintain a small works roster including advertising for participants, registering, reviewing, renewing applicants
- Prepare estimates of costs for insurance claims, accident claims, infrastructure damage
- Prepare invoices of final costs when needed
- Coordinate scheduling for training and safety programs for Public Works staff

- Manages electronic and paper records for Public Works. Maintain and audit server files and file cabinets. Prepare records destruction requests and dispose of documents upon approval of Public Works Director and City Recorder
- Prepare water and sewer availability statements; coordinate estimates for service installation; prepares final cost for submission to the Finance Department
- Prepare work orders for public works assets
- With information from public works operational staff, create templates and final documents such as Standard Operating Procedures and Maintenance Data Sheet
- Prepare or process City, ODOT and Clatsop County ROW permit applications
- Coordinates event applications with affected department
- Proofread documents
- Prepare City Commission Agenda Memorandums
- Manage fuel system data entry, prepare fuel cards for distribution to staff
- Prepare callout sheets and distribute for emergency response contact information
- Prepare and distribute emergency notifications and news releases
- Other duties of similar nature as assigned

Knowledge of:

- Municipal government policies, procedures, and structure; applicable local, state and federal laws, codes, regulations, and ordinances
- Basic principles, practices, and procedures of municipal and governmental budgeting, accounting, and purchasing, including preparation, monitoring, transferring, and reporting.
- Basic Public Works functions
- Basic Research methods
- Municipal organization, operations, policies, and objectives
- Detailed record-keeping techniques
- Applicable federal, state and local laws, codes, regulations, policies, and procedures related to areas of assignments
- Effective oral and written communication principles and practices
- Project management techniques and principles
- Research methods and report preparation and presentation
- Office procedures, methods, and equipment including computers and computer applications such as: word processing, spreadsheets, and statistical databases

Ability to:

- Create work orders, flow chart, forms, templates and work schedules
- Interpret rules, regulations, plans, manuals and specifications
- Maintain regular, predictable and reliable attendance during scheduled hours
- Maintain confidentiality and communicate with tact and diplomacy
- Participate as a contributing member of a service-oriented team
- Establish and maintain effective working relationships with staff, management, vendors, outside agencies, community groups and the general public; present a positive image of the City in a variety of circumstances
- Demonstrate positive and effective interaction and communication with individuals of diverse social and economic backgrounds
- Analyze situations accurately and adopting an effective course of action
- Perform technical and administrative duties with speed and accuracy
- Organize and prioritize work assignments to meet schedules and timelines
- Write correspondence and routine reports; proofread and edit as needed

- Utilize personal computer software programs and other relevant software affecting assigned work.
- Communicate effectively, orally and in writing, including the ability to listen effectively and to explain complex issues, policies, and procedures to internal and external customers

Minimum Qualifications

- Highschool diploma or GED
- Sufficient skill and experience to satisfactorily perform the duties of the position

Desirable Qualifications

- Associates degree in related field
- Notary public

Licenses, Certificates, and other Requirements:

- Valid Oregon Driver's License

Experience and Training:

Any combination of education and experience that provides the required knowledge, skills, and abilities necessary for an executive secretary; a typical way of obtaining the required qualifications is: 5 years or more experience performing advanced secretarial skills, prior experience working as a secretary in another Public Works Department, a two or four- year degree in business administration, financial management or public administration.

Physical and Mental Demands:

Physical activity associated with working in an office setting is required to perform the daily duties of this position. The ability to express or exchange ideas by means of communication is important in this position. This employee must be able to convey and receive detailed or important instructions from other workers and the general public.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit; use hands and fingers to feel or operate standard office equipment, and reach with hands and arms. The employee is occasionally required to stand; walk and stoop, kneel, and crouch. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and ability to adjust focus.

This job description is not intended to be an exhaustive list of all possible duties, responsibilities or qualifications associated with this job and does not include other duties of similar complexity and responsibility which may be assigned to this position.

City of Warrenton

Application for Employment

An Affirmative Action, Equal Opportunity, Employer



Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

Mailing Address: _____
City State ZIP Code

Address: _____
Address Apartment/Unit #

City State ZIP Code

Phone: () _____ Alternate Phone: () _____

Email Address: _____ Date Available: _____ Desired Salary: \$ _____

Position Applied for: _____

Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you ever been a City of Warrenton employee?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, when?	_____	
Are you now a City of Warrenton employee?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Dept.	_____	
Do you have relatives employed by the City of Warrenton?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, indicate name, relationship, dept.	_____	
Do you possess a valid driver's license Class:	YES <input type="checkbox"/>	NO <input type="checkbox"/>	State:	_____	
			Endorsement:	_____	

(A valid driver's license is required only when stated on the job announcement.)

Office Skills

Typing Speed (wpm) : _____ Can you operate a computer? Yes _____ No _____

Do you speak a language other than English? YES ☐ NO ☐ If so, what language? _____

Computer Operation

Describe your computer operation skills, including programs used:

Equipment Operation

Describe your equipment operation skills related to the job for which you are applying:

**Education**

High School: _____ Address: _____

Did you graduate? YES ☐ NO ☐ Degree: _____

High School Equivalency? YES ☐ NO ☐ School: _____

College: _____ Address: _____

Did you graduate? YES ☐ NO ☐ Degree: _____

Other: _____ Address: _____

Did you graduate? YES ☐ NO ☐ Degree: _____

Licenses and Certificates

List any school course or vocational training, licenses, certifications, or other qualifications which bear on your suitability for this position:

EMPLOYMENT HISTORY: Begin with your present or most recent job. List all jobs separately including on-the-job training, and volunteer work. Please be sure you completely describe in the section below the duties you performed which demonstrate that you are qualified to perform the duties for which you are applying. If in doubt about listing a particular job, it may be to your advantage to list it. Additional pages or a resume may be attached, but all statements on the application must be completed. Incomplete applications may result in disqualification. A resume does not substitute for an application. If a supplemental questionnaire is required, it must accompany this application.

Employment History

Company: _____ Phone: () _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Company: _____ Phone: () _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐

**Employment History continued**

Company: _____ Phone: () _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Company: _____ Phone: () _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐**Military Service**

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Disclaimer and Signature

IMPORTANT: Employment with the City of Warrenton may require transfer to different shifts or work location. In accepting employment with the City you are consenting to such transfers. Federal law requires anyone employed by the City to present proof of identity and proof of authorization to work in the United States.

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____

Veterans' Preference Form (ORS 408.230)

Veterans who meet the minimum qualifications for a position open for recruitment may be eligible for preference in employment under Oregon law. If you are a Qualified Veteran or Qualified Disabled Veteran and would like to be granted preference in the selection and hiring process for a specific posted job, please fill out this Veterans' Preference Form and provide proof of eligibility by submitting a copy of form DD-214 or 215 (Copy 4). This completed form and required supporting documentation must be submitted with your application for consideration for Veterans' Preference.

Qualified Veteran Questions: *Veterans' preference may be claimed if you check at least one of the boxes below and provide proof via form DD-214 or 215 (Copy 4)*

ORS 408.225(f) - I served on active duty with the Armed Forces of the United States:

- ☐ For a period of more than 90 consecutive days beginning on or before January 31, 1955, and was discharged or released under honorable conditions
- ☐ For a period of more than 178 consecutive days beginning after January 31, 1955, and was discharged or released from active duty under honorable conditions
- ☐ For a period of 178 days or less and was discharged or released from active duty under honorable conditions because of a service due to a service-related disability
- ☐ For a period of 178 days or less and was discharged or released from active duty under honorable conditions and have a disability rating from the United States Department of Veterans Affairs
- ☐ For at least one day in a combat zone and was discharged or released from active duty under honorable conditions
- ☐ And received a combat or campaign ribbon or an expeditionary medal for service in the Armed Forces of the United States and was discharged or released from active duty under honorable conditions
- ☐ And receiving a nonservice –connected pension from the United States Department of Veterans Affairs

Qualified Disabled Veteran Questions: *Additional preference may be claimed if you check at least one box below and provide proof of eligibility via a copy of DD-214 or 215 (Copy 4), and a public employment preference letter from the United States Department of Veteran's Affairs (letter may be requested by calling 800-827-1000)*

- ☐ 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 Veterans' Preference, have attached proof of eligibility as directed 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.

Signature: _____

Date: _____

Position Applied For: _____

This form and supporting documentation must be received City of Warrenton no later than the closing time and date of the job posting. If you have any specific questions, please contact the hiring department.

(503) 861-0823 or cityrecorder@warrentonoregon.us