



JOB ANNOUNCEMENT

POSITION OPENING:	EXECUTIVE ASSISTANT/CLERK OF THE BOARD – PART TIME, NON-EXEMPT
ANTICIPATED HIRING RANGE:	\$23.04 TO \$24.56/HOUR, POSITION RANGE \$23.04 TO \$27.92/HOUR
OPENING DATE:	NOVEMBER 3, 2021
CLOSING DATE:	OPEN TILL FILLED – FIRST REVIEW NOVEMBER 29, 2021

BACKGROUND AND SUMMARY

The Skagit Council of Governments (SCOG) is a regional agency comprised of member jurisdictions from throughout Skagit County in Washington State. SCOG is the federal metropolitan planning organization (MPO) and state regional transportation planning organization (RTPO) in Skagit County. SCOG's offices are located in downtown Mount Vernon.

SCOG is currently seeking qualified candidates for the position of [Executive Assistant/Clerk of the Board](#). Employment with SCOG is contingent upon proof of COVID-19 vaccination, a criminal background check, professional references check, working history check and driving record check.

QUALIFICATIONS

The ideal candidate for the Executive Assistant/Clerk of the Board position will have a combination equivalent to: an Associate of Arts degree with major coursework in business, office management or related field, and at least two years of increasingly responsible administrative office experience. Prior experience in a government or public sector agency and bookkeeping experience is desired. Candidates with an acceptable combination of training and experience will be considered.

The candidate will need to be able to communicate effectively with staff, partners, the public, and elected officials in English both verbally and in writing. Produce clear, concise, written technical reports.

Must be proficient in the use of Microsoft Office applications (Word, Excel, PowerPoint, Access, and Outlook). Experience with Quickbooks, Wordpress website software, Adobe applications (Acrobat, Illustrator, Photoshop, and InDesign) software is desirable.

Training the candidate on software applications that require basic understanding may occur after hire to fulfill the duties of the position. Knowledge of other software not identified here may also be obtained after hire.

COMPENSATION

SCOG offers competitive wages and outstanding benefits including medical, dental, vision, long-term disability, and life insurance coverage; annual salary step increases and cost-of-living adjustments; participation in Washington state's Public Employees' Retirement System; paid vacation days on a pro-rata based on hours worked; and 12 paid holidays per year.

This part-time position is expected to work between 20 and 24 hours per week.

HOW TO APPLY

To be considered for the position, send a completed [employment application](#), cover letter and résumé by email to Kevin Murphy, Executive Director, at kmurphy@scog.net.

Skagit Council of Governments
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Mount Vernon, WA 98273
www.scog.net

SCOG is an Equal Opportunity Employer.