



RECRUITMENT ANNOUNCEMENT

Working Title	LGPS Coordinator
Salary Range	21
Division/Work Group:	
Reports To:	LGPS Program Manager
FLSA Status:	Exempt .5 FTE
Representation:	Confidential position / not represented
Position Location:	Eugene, OR and/or Remote

POSITION SUMMARY

Founded in 1945, Lane Council of Governments (LCOG) is one of the oldest councils of governments. Overseen by a Board of Directors, we strive to enhance public services in Lane County and beyond. This collaborative journey includes partnerships with local governments and special districts in the fields of GIS Planning, Personnel Management, Transportation, and Senior and Disability Services. Located in the heart of Eugene, we are home to a thriving university, diverse nightlife, and access to ample recreational opportunities, from the sea to the mountains.

LCOG is committed to a work environment that values the cultural, educational, and life experiences of each employee. We believe that a diverse workforce enables us to deliver culturally competent services to all members of our community. As part of our commitment to diversity, LCOG continues to be an affirmative action/equal opportunity employer.

POSITION PURPOSE:

Local Government Personnel Services (LGPS) offers HR and Labor Relation assistance to cities, counties, and special districts across Oregon. As the initial program representative, this position will be responsible for coordinating intake, serving as a liaison between various staff, supporting membership outreach, and program branding. There is potential for work to expand into other facets of HR (Classification/Compensation, Training, Recruitment).

ESSENTIAL FUNCTIONS

PROJECT COORDINATION: Serve as triage for incoming project requests from government agencies across Oregon using various sources (email, phone). Assess incoming project needs using pre-determined standards.

Initiate and submit contractual project forms and documentation, collaborate with fiscal department to determine and research discrepancies.

Track projects and provide reports to LGPS staff to ensure project parameters are being met. Coordinate, develop, and implement exit survey to clients.

MARKETING, BRANDING, OUTREACH: Work with manager to determine marketing strategies and implementation. Coordinate member benefits: update website, forms, job board, coordinate data collection and author sections of newsletter, route to members. Lead/facilitate discussion topics during mentorship meetings. Provide regular updates to clients several times throughout the year including membership information and outreach. Conduct customer service surveys.

CONSULT: Research, process, and conduct background checks for a variety of clients around Oregon. Consult and communicate with clients regarding the process, track and submit fiscal documentation. May support and/or lead HR consultative projects (Executive Recruitment, Class&Comp)

ADMINISTRATIVE: Review and edit documentation. Maintain effective organization of files. Draft correspondences, policies, procedures, and other program information. Provide recommendations for process improvement.

ATTEND: May attend LGPS events to represent organization and provide information to potential clients.

RESEARCH: Stay well-informed of modern legal, ethical, and cultural considerations related to personnel. Make recommendations to management.

ORGANIZATION and DOCUMENTATION: Implement strong organizational skills in a shared document environment. Use several computer programs to document and analyze work.

Other duties as assigned.

QUALIFICATIONS

MINIMUM

- Bachelor's degree in human resources or a related field
- One year of Human Resources Experience
 - *A combination of education and experience that provides the knowledge, skills and abilities required to perform the job will be considered.
- Passing a background check may be required for this position.

PREFERRED:

Experience with government service, human resources

Experience in a unionized organization, collective bargaining agreements

HR Certification: SHRM, HRCI, or other related professional certification (project management)

PROFESSIONAL COMPETENCIES

- **ATTENTION TO DETAILS:** Ability to accurately complete detailed work in a fast-paced environment.
- **DECISION MAKING:** Ability to make decisions and elicit pertinent information in interviewing situations while allowing dignity and respect.
- **COMMUNICATION:** Excellent written and oral communication skills.
- **PROBLEM SOLVING:** Ability to think creatively and respond to a changing environment.

- **EFFECTIVE ORGANIZATION SKILLS:** Organizes and maintains work environment.
- **TIME MANAGEMENT:** Uses time effectively.
- **COLLABORATION:** Must work well in collaborative teams within LCOG and with external partners
- **ADAPTABILITY:** Must be adaptive and work well within a range of team and leadership frameworks.
- **RESPECTFUL WORKPLACE:** Commitment to working effectively with people from diverse backgrounds, in support of an inclusive and respectful environment.