



MONTGOMERY COUNTY
HUMAN RESOURCES DEPARTMENT

RECRUITMENT
TRAINING AND DEVELOPMENT
COMPENSATION & BENEFITS

755 ROANOKE STREET, SUITE 2D, CHRISTIANSBURG, VIRGINIA 24073-3180

POSITION VACANCY

ECONOMIC DEVELOPMENT ASSISTANT (P/T)
COUNTY OF MONTGOMERY

This part-time position is responsible for helping to provide administrative support to the Economic Development Department. Essential duties include but are not limited to: research and compile data, data entry, prepare information packets, update website information, greet customers, make appointments, handle mail, and process invoices. Applicants should have the ability to plan, prioritize, and organize multiple work assignments ensuring completion within established timeframes. Applicants should have the ability to communicate effectively with visitors, staff members and the general public to obtain necessary information, respond to questions and to provide information.

Position requires high school education with some related college coursework and/or experience. Strong computer skills required. For more information on the Economic Development Department, please visit our web site: www.yesmontgomeryva.org

The salary for this position is \$15.00/hour with approximately 24 hours/week.

Interested candidates may apply online at: <http://www.montgomerycountyva.gov/hr>. Applicant materials must be received by **March 5, 2017** to be considered. For more information, please call the County's Job Line at 540.394.2010. To request an application or accommodation for disabilities, contact Human Resources at 540.394.2007.

Montgomery County, VA is an Equal Opportunity Employer committed to nondiscrimination in recruitment, selection, hiring, pay, promotion, retention or other personnel action affecting employees or candidates for employment. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex/gender, national origin, disability or protected veteran status.