

**EXECUTIVE ASSISTANT
TOWN OF WARRENTON**

Seeking qualified applicants to perform complex professional and administrative duties, requiring a thorough knowledge of local government operations and functions. The position will develop, coordinate and manage special projects and programs as directed by the Town Manager. May serve as a liaison between Town Manager & Finance/HR Director and Department Heads and coordinate interdepartmental projects; assists in development of policies, plans and procedures through in-depth research and analysis of Town operation and cost-benefit analysis. Must be proficient in MS Word, Excel, Access, PowerPoint and other applications. Must be able to communicate complex ideas effectively, both orally and in writing and maintain effective working relationships with officials, other employees and general public. A combination of education and experience equivalent to graduation from an accredited 4 year college with major course work in business or public administration as well as considerable experience of a responsible nature, including some supervisory experience. Salary DOQ, excellent benefits. Town of Warrenton application is available online at www.warrentonva.gov and is required. Application should be sent to Town of Warrenton, Human Resource Director, 18 Court St, Warrenton, VA 20186. Open until filled. EOE