



PUBLIC NOTICE – EMPLOYMENT

The Wythe County Board of Supervisors is accepting applications for a full-time Public Information Officer/Grant Coordinator.

A bachelor's degree in public relations, marketing with a minimum of two-years of work experience or an equivalent amount of experience preferred.

Must possess excellent writing skills, be detail oriented with a thorough knowledge of MS Office applications, experience in video recording and editing, prior media & community relations experience (including crisis communications), experience working with web content, social media, capable of multi-tasking, and have excellent public speaking skills.

Normal office hours are Monday-Friday, 8:00 a.m. – 5:00 p.m., however the position is exempt and requires evening hours. Salary range for this position is negotiable based on qualifications and experience.

Interested applicants may obtain a job application at the Wythe County Administrator's Office or from the Employment area of the county website: www.wytheco.org

Applications and resume accepted at the County Administrator's Office, Attention: Stephen D. Bear, County Administrator, 340 South Sixth Street, Wytheville, Virginia 24382 until the position is filled. Please provide the following items as part of your application:

- 1) A one page article suitable for submitting to the local paper about Wythe County governmental complex.
- 2) A two to three minute video presentation concerning tourism destinations in Wythe County.

Wythe County is an Equal Opportunity Employer.

**By Order of the Wythe County Board of Supervisors
Stephen D. Bear, County Administrator**