

MONTGOMERY COUNTY

HUMAN RESOURCES DEPARTMENT
MONTGOMERY COUNTY • VIRGINIA
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755 ROANOKE ST, SUITE 2D
CHRISTIANSBURG, VA 24073
PHONE: 540.394-2007

ADMINISTRATIVE COORDINATOR COUNTY OF MONTGOMERY Parks & Recreation Department

Full-Time administrative position performing customary office duties to support a variety of recreation programs, with essential tasks including but not limited to: answer calls/greet citizens, handle basic inquiries, perform bi-monthly payroll for part-time/seasonal staff, disseminating Parks & Recreation events information via social media, designing marketing materials, registering participants with ActiveNet software, handle procurement for general supplies and materials, collecting payments and creating transmittals and balancing for submission to Treasurer, and similar work of a skilled nature to support the department. Must be proficient in generally accepted business office methods, payroll processing, accounts payable, Windows operating systems including Word, Excel, and have excellent verbal and written communication skills.

Successful candidate will be highly organized, be able to perform detailed work with high degree of accuracy, perform timely submission of records and reports, and demonstrated ability to work effectively with a wide variety of people and de-escalate difficult situations.

Salary: **\$37,705/yr.** with excellent benefits (paid health, plus dental and vision, life, disability, retirement, wellness programs, and more). Hours M – F 8:30 a.m.-5:00 p.m. with additional hours as workload dictates. Interested candidates may apply online at: <http://www.montgomerycountyva.gov/hr> by **Friday November 9, 2018** to be considered. To request an application 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.