

MONTGOMERY COUNTY

HUMAN RESOURCES DEPARTMENT
MONTGOMERY COUNTY • VIRGINIA
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EXECUTIVE ASSISTANT #911103-2

NEW RIVER VALLEY EMERGENCY COMMUNICATIONS REGIONAL AUTHORITY

The NRV-911 Regional Authority has an immediate opening for Executive Assistant. Reporting to the Executive Director, the Executive Assistant performs complex administrative duties to support the daily functions and projects of Authority staff and Board of Directors. The position is responsible for preparing and maintaining organized files, records, generating reports and other related documents to support the Director and agency. Coordinates and maintains fiscal management and Human Resource information as liaison with Montgomery County/fiscal agent.

Associate degree in Administrative Systems, Business Management, or related field, or minimum of four years' prior experience in complex administration work in local government experience preferred. Excellent demonstrated computer skills, MS Office proficiency, strong communication skills, and ability to work with people professionally and courteously required.

Starting Salary range is \$38,495-\$50,040/yr. depending on experience with excellent benefits (paid health, dental and vision, life, disability, retirement, flex spending, wellness program). Application review will begin **October 19, 2018**. Interested candidates should apply online at: <http://www.montgomerycountyva.gov/hr>. For more information, contact the Montgomery County Job Line at 540.394.2010. 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.