



JUSTIN CRAWFORD
DIRECTOR OF
MANAGEMENT AND BUDGET

COMMONWEALTH OF VIRGINIA
COUNTY OF HENRICO
DEPARTMENT OF FINANCE
OFFICE OF MANAGEMENT AND BUDGET

MANAGEMENT ASSISTANT

COUNTY OF HENRICO
Office of Management & Budget

Department Description: Henrico County, a progressive employer of choice, provides job seekers with the promise of fair and competitive compensation; a close-knit atmosphere with low employee turnover; and a benefits package that helps secure financial stability.

Established in 1611, Henrico County has deep historical roots. Henrico County borders the City of Richmond to the west, north and east and constitutes approximately a third of the Richmond metropolitan areas. Henrico County is among the top-rated counties in the nation and was one of the first localities to adopt the County Manager Form of Government. Citizens of Henrico County are represented by an elected Board of Supervisors representing five magisterial districts.

Henrico County General Government currently has more than 30 agencies. Department Heads are appointed by the County Manager, with the exception of the elected constitutional officers. Henrico County is an equal opportunity employer and, when you join us, you will be surrounded by fellow associates who come from all walks of life, all types of cultural backgrounds and all ages.

Brief Description: Closing Date: This position closes on Monday, October 29, 2018.

Plans, organizes and engages in paraprofessional and highly skilled technical work in support of the Office of Management and Budget; does related work as required.

Detailed Description: Knowledge of basic techniques in conducting research, planning and statistical work; ability to effectively use common business software packages; ability to assist with the management of department programs; interpret regulatory and program policy information and to formulate compliance strategies; ability to measure program performance against goals and objectives; ability to systematically compile data, interpret and report monitoring and evaluation findings; ability to express ideas clearly and concisely, both orally and in written form; ability to work effectively with other employees and with the public; ability to exercise discretion and to make sound decisions relative to their assigned program area.

Job Requirements: Possession of an associate's degree with courses in accounting, business or public administration, statistics, report preparation, research and/or planning, and three years experience relevant to the program or service area to which assigned; OR, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Additional Details: A criminal history record check and fingerprinting is conducted on all persons conditionally offered employment, including a conditional offer of initial employment, or a conditional offer to promote, demote, or laterally transfer an employee.

How To Apply: Closing Date: This position closes on Monday, October 29, 2018.

You apply for positions with Henrico County general government through our on-line applicant system, which is available 24-hours a day, 7-days a week with an Internet connection. Please access our job site portal through <http://henrico.us/services/jobs> or click on the Jobs link in the upper right-hand corner of our main County page at <http://henrico.us>.

Minimum Salary: **39,086**
Maximum Salary: **71,901**
Currency: **USD**
Main Organization: **General Government**
Employment Status: **Permanent Fulltime**