



Department of Housing and Community Development

NOTIFICATION OF VACANCY

January 17, 2019

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**Legislative and Board Affairs Coordinator  
(General Administration Coordinator I)**

**Position #00322**

**Location:**

**DHCD  
600 E Main St, Suite 300  
Richmond, VA 23219**

**Hiring Range:**

**\$42,000-\$48,000 Annually**

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**DUTIES AND RESPONSIBILITIES:**

This position affords the motivated, self-starter an opportunity to grow within the practices of Virginia's state and local governments, specifically in the legislative and regulatory processes. This selected individual will provide executive level support to the Policy and Legislative Office staff, the Commission on Local Government, the Board of Housing and Community Development, the GO Virginia Board, and other agency clients as assigned. This position will provide exceptional customer service in a fast-paced environment, serve as office manager ensuring that administrative functions, office management, logistical arrangements, and fiscal and procurement activities are carried out to facilitate the effective implementation of the agency's various policy and legislative services. This position will independently manage daily operations and activities related to support of the Policy and Legislative Director by reviewing, drafting, summarizing, prioritizing and expediting daily issues that require the P&L Director's review or response. This position will serve as the coordinator for agency-related constituent inquiries and respond to agency FOIA requests as required by law. This position will also manage the record retention and disposition process, conduct policy and legal research, and communicate frequently with the Office of the Secretary of Commerce and Trade.

**QUALIFICATIONS GUIDE:**

Position requires considerable knowledge of policy interpretation and application, workflow analysis, project management, presentation preparation, and office management practices. Strong analytical, organizational and file management skills along with knowledge of fiscal processes, procurement, board protocol and procedures, and travel coordination. Must have an ability to multi-task, prioritize, manage schedules, coordinate meeting arrangements, and demonstrate excellent proofreading and grammar skills through Microsoft Office Suite. Graduation from college with a degree in business/business administration, administrative management, public policy, or related field is desirable. Coursework in support services, administrative support and related experience may substitute for educational requirements. Experience as assistant to executive level director performing professional office support duties, workflow analyses, policy interpretation and application, fiscal processes, document management, and drafting correspondence. Experience in board support, finance, policy, or procurement preferred. Experience using technology to manage workload is preferred. Valid driver's license is required.

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**TO BE CONSIDERED FOR THIS POSITION, YOU MUST COMPLETE A STATE APPLICATION THROUGH THE ONLINE EMPLOYMENT SYSTEM <http://virginiajobs.peopleadmin.com/postings/136448> BY FRIDAY, FEBRUARY 8, 2019 AT 11:59 P.M.**

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*For additional information, please contact our Human Resource Office, at (804) 371-7080*

*An Equal Opportunity Employer*

*Women, Minorities, Veterans and people with disabilities, AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply. Requests for reasonable accommodations will be provided to applicants in order to provide access to the application and/or interview process.*

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