



GLOUCESTER COUNTY
invites applications for the position of:

Admin Coordinator – Economic Development

SALARY: Depends on Qualifications

OPENING DATE: 5/1/2019

CLOSING DATE: 5/15/2019

DESCRIPTION:

Performs advanced administrative support work for Economic Development Department and the Economic Development Authority (EDA). Position also performs routine administrative support duties for County Administration. Employee must exercise independent judgment, initiative, and attention to detail in completing job duties. Employee must also exercise tact and courtesy in frequent contact with program participants and the general public. Reports to the Director of Economic Development.

This position is closes on 5/15/2019 @ 11:59 p.m. EST

Hiring Salary: \$38,413 +/- DOQ

Examples of Duties

1. Develops and maintains database of County businesses and available commercial or industrial sites or buildings; maintains buildings and sites information on the Virginia Economic Development website; develops and maintains industry specific mailing lists.
2. Designs and maintains website for Economic Development; updates website content for assigned department(s), updates shopping and dining map through Arc GIS, Updates Facebook page with current events/marketing, creates and distributes business monthly e-newsletter, creates and distributes Home-Based "Pack a Lunch and Learn" series invitation e-blast.
3. Identifies, compiles and publicizes resources for existing and prospective businesses, with a focus on small businesses. Produces monthly Economic Development Newsletter; highlights new businesses, available resources and upcoming events of interest to the business community.
4. Serves as clerk to the Economic Development Authority (EDA); attends quarterly and special called meetings; takes, transcribes and distributes meeting minutes; posts minutes to website; prepares agenda packets; arranges meeting room set-up and procures refreshments; processes EDA accounts payables; compiles and submits financial documents to accountant.
5. Performs clerical and administrative duties in support of Economic Development and County Administration. Retrieves and distributes mail; schedules meetings and appointments; schedules use of conference rooms for meetings, trainings, etc.; establishes and maintains files; makes travel arrangements; orders office supplies; schedules maintenance of office equipment; compiles monthly department reports and posts to website.
6. Performs bookkeeping duties for assigned department(s); reviews invoices and receipts for discrepancies; prepares vouchers and purchase orders; administers P-Card program for department(s); maintains financial records and monitors expenditures; assist with budget development.
7. Answers telephone for Economic Development and County Administration; greets visitors; receives in-person, mail and electronic inquiries, and provides information or refers inquiries to appropriate personnel; applies knowledge of department(s) programs, operations, and administrative policies and procedures.



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8. Coordinates and schedules business appreciation and small business educational/consulting events such as, Home-Based Business Lunch and Learn, quarterly business breakfast, Virginia Tech Business Lunch and Learn sessions, and monthly counseling meetings between local businesses and the Hampton Roads Small Business Development Center. Picks up and delivers program/event supplies. Creates marketing materials for quarterly events.
9. Coordinates registration of Board members for conferences, trainings, meeting and special events requiring RSVP; makes accommodation reservations; prepares travel reimbursements.
10. Creates letters, memorandums, monthly reports, programs, brochures, invitations and other documents using a variety of formats; assumes responsibility for correctness of spelling, punctuation, format and grammar.
11. Performs other duties as assigned.

QUALIFICATIONS:

- Associate's degree with coursework in business administration, marketing, computers, accounting, or related field.
- Three (3) to five (5) years of directly related experience.
- Any equivalent combination of training and experience that provides the required knowledge, skills, and abilities.

SPECIAL REQUIREMENTS:

- Possession of a valid driver's license; possess and maintain a driving record that meets the County's established [Driver Eligibility and Driving Standards](#) as stated in Administrative Policy, Section 620.5.

Note: To be considered for this position, your cover letter and resume must be attached to your application. A minimum of 3 professional references must be submitted. **(Note: Professional references are individuals who can attest to your job related knowledge, skills and abilities while working or in a volunteer capacity and are not family or personally related. Professional references should include job title, company name and address, phone numbers and email address if available.)**

EMPLOYEE UTILIZATION IN ADVERSE WEATHER AND EMERGENCY CONDITIONS

All Gloucester County employees are subject to being assigned to specific positions and tasks during a "Declared Emergency" as support personnel, by the County Administrator, the Emergency Management Director, or the Emergency Operations Plan (EOP). Once assigned, this would be the same as a regular work assignment and all policies and procedures for duty assignments apply. (Please see Gloucester County [Administrative Policy 101.1 - Employee Utilization in Adverse Weather and Emergency Conditions.](#))

Click the link for a complete job description [Administrative Coordinator - Economic Development](#)
To apply on-line, visit our website at: www.gloucesterva.jobs

Gloucester County is an Equal Opportunity Employer