



**Administrative Assistant- Recreation and Facilities Full-Time**

**Starting salary: \$26,620.00**

Botetourt County has an immediate opening for the position of Administrative Assistant- Recreation and Facilities Full-Time

**Job Summary:**

This position performs administrative and clerical duties supporting the day-to-day operations of the Recreation and Facilities Department. This position is full-time at approximately 40 hours per week, Monday – Friday between the hours of 8:30am – 5:00pm. Occasional work outside of this schedule may be required.

**Essential Functions:**

- General administrative duties associated with day-to-day activities of the Recreation and Facilities Department.
- Disseminates Recreation and Facilities Department information to the public and responds to inquiries.
  - Responsible for processing Recreation and Facilities Department bills and invoices.
- Coordinates with National Alliance for Youth Sports regarding all coaches, officials and parents' matters, including organization and submittal of all NAYS-related fees.
- Responsible for receiving and processing recreation-related activity fees and submitting them to the County Treasurer's Office.
- Responsible for assisting Facilities Manager with the entering and managing of the Facility Dude system used to monitor maintenance requests and assist with any other related duties in Facilities Department.

**Job Requirement:**

- High School Diploma or equivalent.
- Considerable experience in secretarial or administrative work with a minimum of 2 years.
- Must have effective oral and written communication skills for positively interacting with the public and county staff.
  - Associates Degree or equivalent preferred.

Go to [www.botetourtva.gov](http://www.botetourtva.gov) for application and full job description. A completed application form *is required* to be considered for the position. Application, cover letter and resume can be mailed to Human Resources, 5 West Main Street, Suite 200, Fincastle, VA 24090, or emailed to: [jobs@botetourtva.gov](mailto:jobs@botetourtva.gov) referencing "Administrative Assistant-Recreation and Facilities" in the subject line.

Botetourt County offices are located in Fincastle, an easy 30 minute commute from downtown Roanoke. The position remains open until filled.

Botetourt County is an Equal Employment Opportunity Employer.