

# Public Information Officer/Administrative Assistant

## **Job Description:**

Amherst County, Virginia is looking for a technology savvy communicator for the position of Public Information Officer/Administrative Assistant. Major responsibilities of the position include serving as the County's central social media contact and assistant webmaster, producing press releases and other promotional materials, and providing administrative support to the County Administrator's office.

Competitive candidates must possess a bachelor's degree in business administration, communications, marketing or a related field with administrative support experience, or an equivalent combination of education and experience. Strong technology and writing skills are required.

The salary for the position is negotiable based on the candidate's qualifications and experience. Benefits include, but are not limited to, participation in the Virginia Retirement System, vacation and sick leave, group life insurance, medical and dental insurance, etc.

To apply for the position, submit a resume through Indeed using the link below:

<https://www.indeed.com/jobs?q=Public%20Information%20Officer%2F%20Administrative%20Assistant&l=Amherst%2C%20VA&radius=50&ts=1563806434427&rq=1&vjk=a340d67f79fe10c3>

Questions may be directed to Amherst County Human Resources at 434-946-9420 or [hr@countyofamherst.com](mailto:hr@countyofamherst.com). Resumes will be accepted until the position is filled. Review of submitted resumes will begin on August 1, 2019. EOE