GLOUCESTER COUNTY invites applications for the position of:

**Administrative Assistant - Community Engagement and Public Information**

**SALARY:** $17.99 - $17.99 Hourly

**OPENING DATE:** 02/20/20

**CLOSING DATE:** 03/08/20 11:59 PM

**DESCRIPTION:**
This is a part-time position scheduled to work 25 hours per week. The hourly rate is $17.99.

Performs a wide variety of administrative, technical and fiscal support services for the Community Engagement and Public Information Department. Work includes processing and tracking bills and payments, general clerical tasks and assisting with marketing and publicity projects and tasks. 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, the general public, partners, vendors and other departments. Reports to the Community Engagement and Public Information Manager.

**EXAMPLES OF DUTIES:**

1. Answers telephone and greet visitors; handles information inquiries and requests based on detailed knowledge of county and department services and programs and makes appropriate referrals.
2. Prepares correspondence, generates and prepares reports, collects and distributes mail, manages and maintains a variety of records and hardcopy and electronic files; completes other administrative duties related to the general operations of the Community Engagement and Public Information Department.
3. Assists the Community Engagement and Public Information Manager and Public Information and Marketing Coordinator with the production of print and electronic media including "The Beehive"; prepares and distributes information through social media sites and e-news network outlets.
4. Assists with design and maintenance of Community Engagement and Public Information website(s); maintains The Beeline community calendar; promotes use of the calendar to outside organizations and county departments; approves entries submitted by organizations; works to increase public awareness and utilization of the calendar.
5. Supports the Senior Community Engagement Coordinator with administrative and programmatic tasks such as coordination of study trips, speakers, outreach programs
and making community service referrals to school staff and community; as directed, creates newsletters, flyers and handles correspondence for the Senior Coordinator.

6. Performs various accounting and purchasing functions for the department to include bill paying and administering P-Card program; reviews invoices and receipts; prepares vouchers, requisitions, purchase orders; maintains financial records for department income and expenditures; manages financial records for grants; monitors supply inventory and orders supplies.

7. Assists with the Cable Communications Partnership Program by handling customer inquiries and complaints and ensuring matters are addressed in a timely manner; prepares materials for broadcasting on Public, Educational and Governmental (PEG) cable channels; assists with scheduling and monitoring of the cable communications program.

8. Utilizes software programs to schedule community use of schools, make facility maintenance requests, and submit information technology service requests.

9. Assists in design and management of various databases for informational services to the government, school system, and community.

10. Performs other duties as assigned.

**QUALIFICATIONS:**
Possession of an Associate's degree, with course work in administrative support, technology, business, purchasing, or related field.

Any equivalent combination of education, training and experience that provides the required knowledge, skills, and abilities.

Possession of a valid Virginia Driver's License; possess and maintain a driving record that meets established Gloucester County Driving Standards

**SPECIAL REQUIREMENTS:**
Licensed Notary Public for the Commonwealth of Virginia or obtain commission within 6 months of employment.

To be considered for this position, your completed online application must include your cover letter, resume and professional references. A minimum of 3 professional references MUST be listed on the application. *(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.)*

Click the link for a complete job description Administrative Assistant - CE&PI.
To apply on-line, visit our website at [www.gloucesterva.info](http://www.gloucesterva.info).
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.)

Gloucester County Government is committed to maintaining a drug free workplace. All job applicants are subject to pre-employment controlled substances testing and to other controlled substances and alcohol testing as specified by County policy.

APPLICATIONS MAY BE FILED ONLINE AT:
http://www.gloucesterva.jobs

6467 Main Street
Gloucester, VA 23061
(804) 693-5690
hrdept@gloucesterva.info

Administrative Assistant - Community Engagement and Public Information
Supplemental Questionnaire

* 1. The supplemental questions are very important and will be used to determine if you meet the basic qualifications as listed on the job posting and in the job description. I acknowledge that I must complete the supplemental questions section in order for my application to be considered complete.
  -[] Yes  -[] No

* 2. When answering the supplemental questions about experience, education, or certification, please be sure the information is reflected in the online application.
  -[] I acknowledge the above statement.

* 3. What is your current highest level of education completed?
  -[] I do not have a High School diploma or GED
  -[] HS Diploma or GED
  -[] Some College
  -[] Associate's Degree
  -[] Bachelor's Degree
  -[] Master's Degree or higher

* 4. Do you possess a valid driver's license?
  -[] Yes  -[] No

* 5. Briefly describe your experience working directly with the public or in a customer-service oriented job. Be sure to indicate which employer the experience is related to. (If none, type N/A.)
* 6. Briefly describe your experience with any editing or publishing software you have used such as Adobe Suite, Microsoft Publisher, etc. (If none, type N/A.)

* 7. Briefly describe your experience with coordinating events or programs that have benefited either a large or small group of people. (If none, type N/A.)

* 8. Describe your experience maintaining various files, databases and records. (If none, type N/A.)

* 9. Describe how you keep organized to ensure your work is accurate and well documented in your current or previous employment. Be sure to include what tools or systems that you utilize. (If none, type N/A.)

* 10. What skills do you possess that can be used immediately in this position? (If none, type N/A.)

* 11. The job description for this position is available on the Human Resource Department "Job Description" web page. I have read and understand the complete job description including the education, experience and necessary special qualifications for this position. I have attached my cover letter, resume and at least 3 professional references with the required information.
   - [ ] I acknowledge the above statement.
   - [ ] I do not acknowledge the above statement.

* Required Question