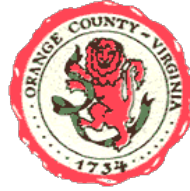


ORANGE COUNTY, VIRGINIA

BROADBAND AUTHORITY

S. LEWIS FOSTER
BROADBAND PROGRAM MANAGER

PHONE: (540) 661-5332



127 BELLEVIEW AVENUE
LOWER LEVEL
P. O. BOX 111
ORANGE, VIRGINIA 22960

orangecountyva.gov

POSITION ANNOUNCEMENT

Senior Administrative Assistant

ORANGE COUNTY, VIRGINIA, a progressive community located in Virginia's Piedmont, is seeking a Senior Administrative Assistant to support its Broadband Authority. The successful candidate will perform skilled work providing advanced administrative support to the Broadband Authority staff under the moderate supervision of the Broadband Program Manager.

The position requires a high school diploma or GED, with considerable experience in administrative work. Other equivalent education and work experience may be considered in meeting the requirements. Refer to the complete job description for additional requirements related to knowledge, skills, and abilities.

Interested candidates should visit the County's website at orangecountyva.gov or obtain an application from the County Administrator's Office by calling (540) 672-3313. This solicitation remains open until the position is filled; the first review of completed applications will begin on June 12, 2020. The hiring range for the position is \$33,575 to \$43,648, based on qualifications. Orange County is an Equal Opportunity Employer.