



GLOUCESTER COUNTY
invites applications for the position of:

Administrative Coordinator – Planning, Zoning & Environmental Programs

SALARY: \$39,180 +/- DOQ

OPENING DATE: 08/14/2020

CLOSING DATE: 08/27/2020 11:59pm

DESCRIPTION:

Performs advanced administrative support work for the department of Planning, Zoning and Environmental Programs focusing primarily on the Environmental Programs Division and as backup to the other divisions as needed. Employee must exercise considerable tact and courtesy in frequent contact with public. Requires considerable knowledge of County policies, procedures, and programs. Reports to the Environmental Program Manager.

Qualifications

Possession of an Associate degree with coursework in business administration, computers, accounting, or related field.

Five (5) to seven (7) years of progressively responsible administrative experience, preferably in a local government setting.

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

Special Requirements

Commissioned as a Notary Public for the Commonwealth of Virginia or obtain commission within 90 days of employment.

For a complete job description and to apply online, visit our website at: www.gloucesterva.info.

Gloucester County is an Equal Opportunity Employer