

MONTGOMERY COUNTY

HUMAN RESOURCES DEPARTMENT
MONTGOMERY COUNTY • VIRGINIA
WWW.MONTGOMERYCOUNTYVA.GOV



755 ROANOKE ST, SUITE 2D
CHRISTIANSBURG, VA 24073
PHONE: 540.394-2007

ECONOMIC DEVELOPMENT ASSISTANT (P/T) COUNTY OF MONTGOMERY #11132020-1

Part-time position is responsible for helping to provide administrative support to the Economic Development Department. Essential duties include but not limited to: research and compile data, data entry, prepare information packets, update website information, greet customers, make appointments, handle mail, and process invoices. Applicants should have the ability to plan, prioritize, and organize multiple work assignments ensuring completion within established timeframes. Must possess the ability to communicate effectively with visitors, staff members and the general public to obtain necessary information, respond to questions and to provide information professionally and tactfully.

High School Diploma/GED with related college coursework and/or equivalent experience required. Strong demonstrable computer skills necessary. For more information on the Economic Development Department, please visit our web site: <http://www.yesmontgomeryva.org>

Pay \$15.00/hour, approximately 24 hours/week. Review of applications start immediately upon submission; deadline for applications **Monday, November 30, 2020**. Interested candidates should apply online at: www.montgomerycountyva.gov/HR and include cover letter, resume/CV for consideration. To request an application accommodation for disabilities, contact Human Resources at 540.394.2007.

Montgomery County, VA is committed to the principles of diversity and, in that spirit, seeks a broad spectrum of candidates including women, minorities, persons with disabilities, and veterans. As an Equal Opportunity Employer and certified Virginia Values Veterans (V3) organization, we are dedicated to nondiscrimination in recruitment, selection, hiring, pay, promotion, retention or other personnel action affecting employees or candidates for employment. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex/gender, national origin, disability or protected veteran status.

