

EMPLOYMENT OPPORTUNITY

Craig County, Virginia

EXECUTIVE ADMINISTRATIVE ASSISTANT

We are seeking a talented, pleasant, and energetic person to provide clerical and administrative support to the County's Administration Office which includes functions related to Administration, Finance, Budget Management, Planning, Zoning, Subdivision Plat Approval, Building Permits/Inspections, Erosion and Sediment Control, and Stormwater Regulation.

General duties include receiving calls and callers to the Administration Office, processing incoming and outgoing mail, attending meetings of the Board of Supervisors, Planning Commission and Board of Zoning Appeals. Preparing associated meeting minutes for each, assisting with preparation and distribution of meeting agendas, preparing legal notices for publication, and mailing to affected property owners. Assist with County Financial and Budget Management duties. Providing procurement notices and bid openings as required by the Code of Virginia. Efficient management of all office equipment, and office supply inventory.

Requires thorough knowledge of standard office practices, procedures, and equipment. General knowledge of the organization and functions of county government. Knowledge of financial and budget management best practices. Must be proficient with the English language, including spelling, have very strong written and verbal communication skills with the ability to listen, discern, comprehend, and record activities at public meetings resulting in preparation of accurate and timely meeting minutes. Requires attendance at night meetings.

The successful candidate must be able to work in a complex, fast-paced environment, and have the ability to function both independently and as a team player. Must be able to establish and maintain effective working relationships with co-workers and the general public. Should possess the equivalent of a High School diploma, Associates Degree preferred, with at least five years of progressively responsible experience. Salary range is \$41,575 - \$50,625 with excellent benefits package.

Submit Craig County Employment Application and Resume to:

Mail to: County Administrator, P.O. Box 308, New Castle, VA 24127, E-mail to R.R. Dan Collins dcollins@craigcountyva.gov, or drop it off at the Administration Office, 108 Court Street, New Castle, VA. There is a "Drop Box" on the front porch. "Employment Applications" and full "Job Descriptions" can be found on the County Website at craigcountyva.gov.

Review of applications will begin May 18, 2021. Position open until filled.