



MONTGOMERY COUNTY VIRGINIA EST. 1776

Position Vacancy

ADMINISTRATIVE COORDINATOR Montgomery-Floyd Regional Library #710170-1

Montgomery-Floyd Regional Library (MFRL) system is seeking an Administrative Coordinator for the regional office located at Christiansburg Library. This position provides administrative, scheduling and records management support to the Library Director, the Board of Trustees of MFRL, and the library system. The position will coordinate MFRL passport services; compile monthly statistics for state and local use; process interlibrary loans; manage MFRL's daily revenue transmittals; provide direct patron service as part of the library's outreach program, and other administrative tasks of a responsible nature.

Qualified candidates must have excellent customer service skills and the ability to communicate effectively with persons of differing levels of responsibility outside and inside the library organization; very strong computer skills with extensive functional knowledge of Microsoft Office (Word, Excel, PowerPoint, Access, Publisher); a high degree of personal initiative and efficiency; demonstrated experience prioritizing, managing and completing multiple tasks; and strong organization skills and attention to detail.

Customary schedule M – F, 8:30 AM to 5:00 PM, but occasional evening hours may be required. Associate Degree and a minimum of four years work experience as an administrative assistant in a fast-paced office environment required. Background check and DMV screening required.

Minimum starting salary \$40,001/yr + DOE/DOQ with excellent benefits (paid health, dental and vision, life, disability, retirement, flex spending, wellness program, wellness clinic and more). Interested candidates should apply by **December 17, 2021** to be considered at: www.montgomerycountyva.gov/HR. To request an 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/ sexual orientation/gender/identity, national origin, disability or protected veteran status.

