



POSITION VACANCY

ADMINISTRATIVE ASSISTANT –Information Technology/MPO

Montgomery County, Virginia

#140111-2

The Department of Information Technology/MPO has a full-time open position for an Administrative Assistant, reporting to the Director of Information Technology. We are seeking a qualified candidate to join our dynamic team in our mission to provide high-level customer service in our daily operations. The essential function of the position is to perform administrative and clerical duties for the Department and to assist the Metropolitan Planning Organization (MPO). This position is the primary contact for the IT Department vendors and handles invoicing for MPO.

Primary duties include: answering phones calls and/or greeting visitors, coordinating/arranging meetings for departmental staff, handling all invoices and payments for the department, providing support to other staff members with research and other tasks, maintaining departmental/archival files in accordance with policies and regulations, preparing periodic and/or annual departmental reports, processing all mail for the departments, performing related tasks as required, and working with the Planning Admin Assistant on MPO responsibilities. Prefer two years of college/ vocational school and two years of related experience.

Salary range \$36,283 - \$58,053; actual pay DOE/DOQ. Excellent benefits package including paid health, dental, Virginia Retirement System and 401k/457 retirement, holidays/leave time, optional benefit plans, onsite health clinic, wellness programs, tuition/educational assistance, public sector loan forgiveness, and much more! Qualified candidates should apply at www.montgomerycountyva.gov/hr Review of applications will begin immediately, and the application period will remain **open until the position is filled**. 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.

