



EMPLOYMENT OPPORTUNITY

Executive Assistant – Public Utilities

Shenandoah County is inviting applications for the position of Executive Assistant within the County's Department of Public Utilities.

The Executive Assistant – Public Utilities performs complex technical and difficult administrative work for Public Utilities, with a variety of administrative and clerical tasks. Office management and supervision is exercised over office personnel. Work is performed under the general direction of the Director of Public Utilities.

An individual must be able to perform the essential job functions satisfactorily including the following:

- Maintains liaison between operations, maintenance, office staff, County Administration, regulatory agencies and the public for communication and correspondence with the Director of Public Utilities.
- Conducts research as requested by the Director; handles special projects and assignments as directed by the Director.
- Handles a variety of administrative or technical assignments including summarizing reports, conducting research and preparing reports, and making recommendations.
- Assists in the preparation of the Sanitary Districts' budgets, audits, and monitoring of expenditures.
- Maintains expenditure spreadsheet, updating monthly.
- Plans and arranges meetings and conferences as needed. Schedules appointments, training, and seminars for staff upon request.
- Assists with the writing of specifications for office equipment; discusses specifications with potential vendors; prepares and submits drafts of bids and proposals to County procurement for review.
- Prepares correspondence and memoranda independently and for the Director.
- Responsible for correspondence, agendas, reports, and memoranda in conformance with Sanitary District policies independently or from brief instructions using specialized formats and/or sanitary district forms.
- Types, files, answers telephones, faxes, makes copies, maintains records.
- Designs forms, brochures, manuals and updates District information on the County website.
- Monitors operators' license requirements.
- Orders and picks-up supplies for office, operations and maintenance.
- Prepares and files various monthly, quarterly, and annual fiscal transaction documents and reports.
- Compiles data and participates in annual pre-audits and annual audits for the sanitary districts.
- Monitors, places, and removes property liens and notifies owners.
- Maintains purchasing records and codes invoices.
- Prepares cut-off notices for non-payment and faxes to districts.
- Oversees and verifies all deposits, petty cash accounts, and district cash drawers.
- Shrine Mont Billing (monthly); costs invoices and service call invoices (as needed).

- Responsible for yearly records retention.
- Reviews and approves customer account adjustments and enters them into Mainstreet.
- Records AdValorum taxes received from the Treasurer's Office monthly.
- Backs up existing staff, when needed, in all facets of their job duties.

Any combination of education and experience equivalent to graduation from high school including or supplemented by computer coursework and intermediate experience with administrative work.

The annual pay range for this FLSA non-exempt position is \$45,292.01 to \$52,085.82 commensurate with qualifications, experience, and internal equity. The County offers an excellent benefits package, including Virginia Retirement System, health and dental insurance, vacation and sick leave, and holidays. The successful candidate must pass a pre-employment, post-offer drug screening and background check.

The County application and position description are available at www.shenandoahcountyva.us/administration/employment/, or in the Office of the County Administrator, 600 North Main Street, Suite 102, Woodstock, VA 22664, 540-459-6165. Qualified applicants should submit a complete application, cover letter, and resume in person or by mail to the attention of Shenandoah County Human Resources, 600 North Main Street, Suite 102, Woodstock, Virginia 22664. Applications may also be submitted electronically to jobs@shenandoahcountyva.us.

The position is open until filled with a first review of applications on Friday March 8,2024

Shenandoah County is an Equal Opportunity Employer