

**BOARD OF COMMISSIONERS**

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Mike Hawkins, Chair  
David Guice, Vice-Chair  
Jason Chappell  
Will Cathey  
Page Lemel



**COUNTY MANAGER**

**COUNTY MANAGER**

Jaime Laughter.  
828-884-3100  
828-884-3107  
101 South Broad Street  
Brevard, NC 28712

April 24, 2019

POSITION VACANCY

CLASSIFICATION: PROGRAM SUPPORT ASSISTANT  
GRADE: 13  
SALARY: 34,254.68 – 42,818.34 (HIRING RANGE)  
DEPARTMENT: PLANNING AND COMMUNITY DEVELOPMENT

**DUTIES AND RESPONSIBILITIES:** This position reports to the Planning and Community Development Director and serves in a variety of skilled administrative and program support activities. Duties include, but are not limited to, providing administrative support and information related to programs and activities in the Planning and Community Development and Transportation Offices, assisting business owners and citizens with questions relating to planning and development efforts; attend meetings to take and transcribe minutes; gather information; create draft memos and correspondence, brochures, newsletters, booklets, reports and other information as necessary. Assist in budget preparation, monitoring departmental financial records and purchasing materials as needed. Assists with public outreach and communication, and with planning and implementation of special meetings, events and programs.

Position reviews exemptions for subdivision plats and receives applications for the Subdivision Ordinance (preliminary and final). This person will need to be familiar with a number of County Ordinances including, but not limited to the Manufactured Home Park, Sign Control, Flood Damage Control and Telecommunication Tower ordinances. The employee must be able to work independently using sound judgment, tact and courtesy in all situations.

**SKILLS AND QUALIFICATIONS:** Associates degree in Business Administration or related field and 3 to 5 years of experience in a professional office setting, or equivalent combination of education and experience. Applicant should have significant experience with computer systems and programs including website design software, publication software and all Microsoft Office applications.

**DEADLINE:** May 17<sup>th</sup>, 2019

**APPLY:** All applicants must submit a state application (PD107) to NCWorks at Blue Ridge Community College, 45 Oak Park Drive, Brevard, NC 28712. Internal applications are available at the Human Resources Office. EOE.

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