

POSITION AVAILABLE

RECREATION ADMINISTRATIVE SUPPORT SPECIALIST

Alleghany County is currently accepting applications for a part-time Recreation Administrative Support Specialist. An employee in this class provides responsible administrative and program support for the Alleghany County Recreation Department. Recreation support includes registering participants for youth athletic programs, collecting and accounting for fees, ordering uniforms, obtaining team insurance, and fund-raising. Work also includes maintaining calendars for different venues; renting venues and collecting and accounting for rental fees; maintaining a variety of records; and preparation of reports. Work is performed in accordance with departmental rules and policies and/or laws, regulations and local ordinances. A complete job description is available upon request.

Education & Experience: High School Diploma. Experience in basic business practices, modern office procedures, and customer service a plus.

Successful candidates will be subject to pre-employment drug testing, criminal background check and DMV driving record check.

Salary is \$9.71 per hour. Working hours will be 20 hours per week with a max of 1,000 hours per year.

Applications will be accepted until 5pm on October 31, 2018 in the Alleghany County Human Resources Office located in the Administration Building, LL70, 348 South Main Street, Sparta, North Carolina 28675. Applications are available through NCWorks online, the Alleghany County HR Office, and online at www.alleghanycounty-nc.gov. Alleghany County is an EOE.