

Administrative Assistant IV

Salary - \$47,663.82 - \$79,439.78 Annually

Location - FAIRFAX (FH22), VA

Job Type - FT Hourly W BN

Job Number - 24-01519

Department - Housing & Community Dev

Opening Date - 06/15/2024

Closing Date - 7/5/2024 11:59 PM Eastern

Pay Grade - S17

Posting Type - Open to General Public

To apply: <https://www.governmentjobs.com/careers/fairfaxcounty/jobs/4540260/administrative-assistant-iv?keywords=Administrative%20Assistant%20IV&pagetype=jobOpportunitiesJobs>

Job Announcement

Make a difference – join our team to empower communities and build futures!

The Fairfax County Department of Housing and Community Development works in partnership with the Redevelopment and Housing Authority to serve the people of Fairfax County by creating housing opportunities to promote inclusive and thriving communities. Help make our vision of a community everyone can afford to call home a reality!

This position works within the Central Services Division to support the division director and team. Duties include:

- Provides administrative duties to include file management, scheduling of meetings, preparation of interview packages and routing, drafting of correspondence and agenda items, and office management tasks such as supply order management, calendar management for standing meetings and deadlines.
- Coordinates the preparation and distribution of monthly budget reporting packages, including preparation of high-level variation analysis to budget and prior year activities, for operating and capital funds.
- Also coordinates the budget review process with financial staff and program staff.
- Creates reports and presentations to include graphics and financial data.
- Creates and tracks schedules for various annual activities and submissions.

Note: The assigned functional areas of this position are general administrative support, financial management, and accounting.

Read about Fairfax County Department of Housing and Community Development, click [here](#). And review [here](#) the Fairfax County Redevelopment and Housing Authority Fiscal Year 2023 annual report.

We are committed to the One Fairfax Policy by intentionally considering equity when making policies, delivering programs and services, considering diverse ideas and perspectives, and communicating with transparency in the decision-making processes. Click here to learn more about the [One Fairfax](#) policy.

Working for Fairfax County Government offers a culture of well-being that empowers, educates, and engages employees and promotes a holistic approach to physical, mental, emotional, social, spiritual, and financial wellness.

Watch these videos to learn more:

Click [here](#) to watch a video on working for Fairfax County Government.

Click [here](#) to watch a video on benefits offered by Fairfax County Government.

Employment Standards

MINIMUM QUALIFICATIONS:

[Any combination of education, experience, and training equivalent to the following:](#)

(Click on the aforementioned link to learn how Fairfax County interprets equivalencies for "Any combination, experience, and training equivalent to")

Any combination of education, experience and training equivalent to high school graduation and three years of experience providing administrative support in the assigned functional area(s).

CERTIFICATES AND LICENSES REQUIRED:

Notary Public for the State of Virginia (Required within 60 days)

NECESSARY SPECIAL REQUIREMENTS:

The appointee to this position will be required to complete a criminal background check to the satisfaction of the employer.

PREFERRED QUALIFICATIONS:

- Experience developing filing systems.
- Experience providing front-line customer service.
- Ability to make complex scheduling arrangements involving multiple parties.
- Experience supervising multiple administrative functions including records management and receptionist duties.
- Experience analyzing short-term administrative needs of a unit.
- Ability to independently compose original correspondence such as replies to non-technical requests for review and signature of the Division Director.
- Experience auditing record management procedures.
- Experience reviewing administrative procedures and training staff on procedures
- Advanced skills using Microsoft Word and Excel.
- Ability to prepare presentations with graphics, financial data, and written communications.

PHYSICAL REQUIREMENTS:

- Ability to read information on a computer monitor; effectively communicate; operate keyboard-driven equipment and computer.
- Work is generally sedentary in nature; however, incumbent is required to frequently move about to perform office work such as accessing files, attending meetings, making presentations, operating general office equipment, and performing other essential job duties; may be required to move items up to approximately 15 pounds in weight.
- All duties performed with or without reasonable accommodations.

SELECTION PROCEDURE:

Panel interview and may include a practical exercise.

The population of Fairfax County is very diverse where 38.7% of residents speak a language other than English at home ([Spanish, Asian/Pacific Islander, Indo-European, and others](#)) and we encourage candidates bilingual in English and a foreign language to apply to this opportunity.

Fairfax County Government prohibits discrimination on the basis of race, color, religion, national origin, sex, pregnancy, childbirth or related medical conditions, age, marital status, disability, sexual orientation, gender identity, genetics, political affiliation, or military status in the recruitment, selection, and hiring of its workforce.

Reasonable accommodations are available to persons with disabilities during application and/or interview processes per the Americans with Disabilities Act. Contact 703-324-4900 for assistance. TTY 703-222-7314. DHREmployment@fairfaxcounty.gov EEO/AA/TTY.