

TOWN OF BOONE EMPLOYMENT OPPORTUNITY

The Town of Boone's Public Services Department seeks qualified applicants for the position of **Program Coordinator**. This employee performs skilled clerical and responsible administrative work providing administrative assistance and coordinating special programs.

Education and Experience: Any combination of edu. & exper. equivalent to graduation from an accredited community college with major course work in office management or related field and considerable experience in office assistance and administrative work in a municipal function.

Knowledge, Skills, and Abilities: Comprehensive knowledge of standard office practices, procedures, equipment and office assistance techniques; comprehensive knowledge of department functions, methods, policies and responsibilities of area of specialty; ability to solve problems within scope of responsibility; ability to establish and maintain effective working relationships with associates; ability to lay out and type complex forms and tables; ability to make difficult arithmetic calculations; ability to operate data entry and personal computer equipment, type and transcribe dictation at a reasonable rate of speed; ability to use discretion and judgment in the possession of confidential information.

Salary: \$29,131 or DOE. Employee will serve a six-month probation.

Special Note: **All offers of employment are subject to successful completion of a controlled substance screening as well as a medical examination. In addition, applicants must take spelling and typing tests administered by the Employment Security Commission (ESC).**

Apply with the ESC at 207 Winkler's Creek Road, Boone, NC 28607. The TOB is an EOE.

Deadline: **March 24, 2008**
