

## **Rockbridge County seeks Business Development Coordinator**

Rockbridge County is searching for a Business Development Coordinator to perform intermediate skilled administrative work in support of economic development and marketing activities; prepare and maintains files, records, reports, and related work as apparent or assigned.

The Business Development Coordinator works to advance the economy and image of the County, builds relationships and represents economic interests of the County, both locally and regionally.

This position is required to communicate ideas clearly and concisely, both orally and in writing, and to establish and maintain effective working relationships with County staff and officials, business prospects, and the general public.

Successful candidates must have knowledge of standard office practices, procedures, equipment and office assistance techniques, knowledge of modern principles and practices of economic development and marketing, and the ability to prepare clear and comprehensive financial and administrative reports.

Other requirements include: Bachelor's degree with coursework in business administration, economics, marketing, or related field, and experience in budgeting, finance, economic development, and marketing preferred; or equivalent combination of education and experience. Must have a valid Virginia driver's license.

Starting salary range \$36,961-\$40,000, commensurate with experience. Rockbridge County offers a competitive benefits package including paid holidays/vacation/sick leave and participation in the Virginia Retirement System. Open until filled with preference given to applications received by July 1. Please visit [www.rockbridgecountyva.gov](http://www.rockbridgecountyva.gov) for job description and application. ***Salary requirements and resume must be included with applications.***

Rockbridge County is an equal opportunity employer.