



**YANCEY COUNTY
VACANCY ANNOUNCEMENT**

DATE: November 6, 2020

YANCEY COUNTY is seeking a qualified individual for the following position:

TITLE: Assistant to the County Manager
Full-Time Position

DESCRIPTION: Under the supervision of the County Manager. Assistant will perform administrative and administrative support work in human resources, payroll, and supporting the County Manager and Council with agendas, minutes and other administrative activities.

QUALIFICATIONS: Graduation from a community college with a degree in business administration or related field and considerable experience in administrative functions at a high level; or an equivalent combination of education and experience.

LOCATION: Primary duty station for the position is the Yancey County Courthouse located in Burnsville, N.C.

SALARY: Pay Rate dependent upon education/experience.

TO APPLY: Submit a Yancey County Application to the Yancey County Manager, 110 Town Square, Room 11, Burnsville 28714. Applications are available at the Yancey County Manager's office at 110 Town Square, Room 11, Burnsville or online at www.yanceycountync.gov/employment.

CLOSING DATE: Wednesday, November 25, 2020. Complete Application must be received by 5:00 p.m. in the Yancey County Manager's Office on the closing date. Late applications will not be considered.

HIRING AUTHORITY: The Yancey County Manager is the hiring authority for this position.



Equal Employment Opportunity Employer