

Warren County Human Resources
602 West Ridgeway Street
P.O. Box 619
Warrenton, NC 27589



Monday - Friday 8:30am to 5:00pm
Telephone: (252) 257-7132
Facsimile: (252) 257-5971
www.warrencountync.com

EMPLOYMENT OPPORTUNITY WARREN COUNTY COMMUNITY SERVICES

POSITION: Assistant Director of Community Services

DUTIES: Plans, directs, coordinates, & supervises the operations of the Community Services Department under the Director, primarily in Parks & Recreation; directs & evaluates activities & programs of the Parks & Recreation Department; develops Parks & Recreation & Senior Center staff including training, motivation, performance counseling & evaluation, discipline & team building; strategizes long-term programming; capital development, & maintenance/staffing plans for Parks & Recreation; modernizes Parks & Recreation Department policies as appropriate; attends meetings of department heads, boards, agencies, & community groups; enforces rules & regulations; research & grant writing for Community Services facilities; assesses & uses technology solutions; oversees budget preparation & management; performs related tasks as required

EDUCATION/EXPERIENCE: Any combination of education & experience equivalent to graduation from an accredited college or university with major course work in recreation, physical education, human services, or related field & moderate experience in community engagement; knowledge of and experience in general overall parks & recreation accounting, personnel, and budgets

SPECIAL REQUIREMENTS: Valid driver's license in good standing; medium work requiring the exertion of up to 50 pounds of force occasionally, up to 20 pounds of force frequently, & up to 10 pounds of force constantly; work requires climbing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, & repetitive motions; subject to inside & outside environmental conditions & noise; must be able to perform sedentary work

SALARY: \$49,670-\$76,988 annually

Warren County applications will be accepted **UNTIL FILLED** at the Division of Workforce Solutions, formerly the Employment Security Commission, 210 West Ridgeway Street, Warrenton, North Carolina 27589 or at the Human Resources Department, 602 W. Ridgeway Street, Warrenton, NC 27589. Applications are available at www.warrencountync.com

Warren County is a drug free workplace. Positions designated () as Safety Sensitive require pre-employment drug testing. In compliance with the Immigration Reform and Control Act of 1986, Warren County will employ only those individuals who are U.S. citizens or legal aliens authorized to maintain employment in the United States.*

**Warren County is an Equal Opportunity Employer
TDD 1-800-735-2962**