

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

HEALTH DEPARTMENT

POSITION: Administrative Officer I

DUTIES: Assist the Health Director with the administration and coordination of all services and programs within the health department to include personnel, policy development, long and short-range planning, and on-going evaluation. Budget development and implementation, policy review and development, direction of work flow, representing the agency in a variety of capacities, development of goals and objectives, assessing and meeting staff needs, and problem resolution. Member of the agency's Leadership Team and participates in the planning of agency services and serves as a key resource to the employees of the department regarding program needs, policy development/changes/modification and compliance. Position is responsible for planning, supervision and management of the fiscal/budgetary operations of the agency, personnel administration, and agency computer systems. Reports directly to the Health Director and works closely with the Director to manage the work flow and operations of the agency. Supervises fiscal and management support staff positions. The Fiscal Unit is accountable for financial and budget management, purchasing, contract negotiations, payroll, accounts payable and receivable, state expenditure reporting, audit preparation for state and county needs, as well as Vital Records

EDUCATION/EXPERIENCE: Graduation from a four-year college or university, preferably with a major in business or public administration, and five years administrative experience involving participation in the planning and fiscal management of a business or governmental agency. Preferably two years of experience in public health or health care, and a minimum of two years supervisory experience. Position requires considerable knowledge of principles and practices of public administration, including an understanding of federal and state funding, accounting practices and procedures, personnel policies and procedures, and other applicable laws and regulations. Position requires ability to develop excel spreadsheets, and establish and maintain effective working relationships with agency personnel and the general public.

SALARY: \$37,064- \$57,450 annually

North Carolina State applications (PD-107) 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 Warren County Human Resources Department, 602 W. Ridgeway Street, Warrenton, NC. 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