

Edgecombe County
Department of Social Services
3003 North Main Street
Tarboro, NC 27886

Administrative Officer II
Salary: \$35,517
165-16-201

Posted: Internal, ESC, Edgecombe County Website

This position reports to the agency Director and is responsible for the direction, coordination and supervision of the Fiscal Unit. Responsibilities include: development, organization, management and supervision of budgetary and fiscal operations to include purchasing, inventory control, physical plant operations, internal auditing, payroll, accounts payables and receivables and reimbursement reports. Position functions highly independently in the management of the agency business affairs. Position manages a budget of over \$170 million dollars annually and supervises 5 Accounting Technicians and 4 Housekeeping staff. Position has considerable contact with the County Finance Officer, state program representatives, other county and department personnel and the general public. Overtime work is compensated with compensatory time off. Worker performs other duties as assigned. A valid NC driver's license and access to a passenger vehicle is required. Employees operating their personal vehicles for county business shall maintain the minimum liability coverage required by the state of North Carolina in accordance to the County Fleet Policy and Employee Safety Program (page 10, section G.). Position is located in the **TARBORO OFFICE**, however, office location may change based on the needs of the agency.

Knowledge, Skills and Abilities: Considerable knowledge of the principles and practices of public and business administration. Considerable knowledge of modern office procedures, practices, and equipment.

General knowledge of personnel policies and procedures. General knowledge of accounting practices and procedures. Ability to initiate and install administrative programs and procedures and to evaluate their effectiveness. Ability to exercise judgment and discretion in establishing, applying, and interpreting policies and procedures. Ability to plan, assign, and supervise the work of subordinate employees. Ability to establish and maintain effective working relationships with agency personnel, officials, and the general public. Excellent knowledge of computers, printers, Windows and Microsoft programs.

Minimum Education and Experience

Graduation from a four-year college or university and three years experience in personnel, budgeting, research, or administrative management, preferably involving participation in the planning and management of a business or governmental program; or an equivalent combination of education and experience.

Application Period: 12/16/2009 thru 12/28/2009

Application Deadline: December 28, 2009

Edgecombe County Social Services employees may return a completed NC state application (PD-107) to **Samia Smith, Personnel Assistant**. All other applicants should apply through ESC.

Preferences: Prefer applicants with a background in managing a DSS budget and is proficient in the use of personal computers, MUNIS, Maximus Ledger Suite, printer, Windows and Microsoft programs. Bilingual (English/Spanish) applicants encouraged to apply.

We support a drug free work environment. A pre-employment drug screening and criminal background check is required.

AA/EOE