

EDGECOMBE COUNTY HUMAN SERVICES AGENCY  
DEPARTMENT OF SOCIAL SERVICES  
122 E. ST. JAMES STREET  
TARBORO, NORTH CAROLINA 27886

***Administrative Officer II***

**Salary: \$39,420**

**165-16-201**

**Posted: Internal, ESC, Edgecombe County Website, NC Social Services Jobs**

This position reports to the Social Services 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 agency purchasing, inventory control, physical plant operations, fleet management, internal auditing, payroll, accounts payables and receivables and reimbursement reports. Position functions highly independently in the management of the agency's fiscal affairs. Position manages a budget of over \$170 million dollars annually and supervises 5 Accounting Technicians and 2 Housekeeping staff. Position has considerable contact with the County Finance Director, state program representatives, other county and departmental 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. **Preferences: *Prefer applicants with a background in managing a DSS budget and proficiency in the use of computers, MUNIS, Maximus Ledger Suite, Excel, printers, Windows and Microsoft programs***

**Application Period: 05/21/2015 Until Filled**  
**Application Deadline: Until Filled**

Application Process: Applications are available online at [www.edgecombecountync.gov](http://www.edgecombecountync.gov). Applications should be returned to Nora Harper, Personnel Assistant at 301 S. Fairview Rd., Rocky Mount, NC 27801. Applications can be picked up at the Social Services office at 301 S. Fairview Rd., Rocky Mount, NC 27801 or downloaded from the County's website. Applications are also available at the Edgecombe County Manager's Office at 201 S. Andrew St. Tarboro, NC 27886. Applicants may apply through the Division of Employment Security. Electronic copies, Fax copies, incomplete or unsigned applications will not be considered. **An official transcript of undergraduate and/or graduate degree(s) is required at the time of application. Degrees must be received from appropriately accredited institutions.** We support a drug free work environment. A Pre-Employment Drug Screening and Criminal Background Check Is Required: Bilingual (English/Spanish) applicants encouraged to apply. **AA/EOE**