

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

Income Maintenance Supervisor II

Posted: Internal, ESC, Edgecombe County Website

SALARY: \$30,680

Position Description: 165-02-806

This position is located in the **Food and Nutrition Services Unit**. The primary purpose of the position is to assign work, instruct, administer, and supervise the work of IMC II and IMC III positions who are involved in the intake, processing and review functions of **FNS**. Responsibilities also include evaluating the work of line staff for adherence to Federal and State standards regarding the quality of work required in processing **FNS** cases. Work is performed independently in accordance with established policies and procedures and is reviewed and evaluated by the IM Program Administrator. A valid North Carolina 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.). This position is located in the Tarboro office, however office location may change based on the needs of the agency.

Knowledges, Skills and Abilities:

- Considerable knowledge of all income maintenance programs, forms and documents used in determining eligibility. Considerable knowledge of the use of the income maintenance manuals. Considerable knowledge of needs, problems, and attitudes of disadvantaged persons.
- General knowledge of all agency programs and services. General knowledge of community services and programs which could affect the applicant. General knowledge of the budget process. Good mathematical, reasoning, and computational skills.
- Ability to instruct, organize, direct, and supervise lower level employees. Ability to learn basic management skills. Ability to communicate effectively with workers, supervisors, applicants and community agencies to obtain pertinent data and to interpret rules and regulations. Ability to present information orally and in written form.
- Preferences: Prefer applicants with computer experience and/or knowledge of Windows software, State Network and Microsoft Word. Bilingual experience helpful.

Minimum Training and Experience Requirements:

- Three years of experience as a caseworker or investigator in an income maintenance program, preferably with one year of supervisory experience in an income maintenance program.

Application Period: 11/17/2010 thru 11/29/2010

Application Deadline: November 29, 2010 @ 5:00 p.m.

Employees of Edgecombe County Social Services may return a completed NC state application form to the **Personnel Office**. All other applicants should apply through the Employment Security Commission. **Copies of undergraduate and/or graduate transcripts required.**

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