

**POSITION VACANCY ANNOUNCEMENT**

**CLEVELAND COUNTY GOVERNMENT**

**It’s a great time to be a Cleveland County Employee. We offer *competitive wages*, *exceptional benefits* and *work that matters*!**

**Full Time Employee Benefits Include:**

* Health Plan with $0 Employee only Premium
* HSA Dollars up to $1,100
* Direct Dental Reimbursement Plan
* Employee Wellness Center
* Health Department Pharmacy
* Local Government Retirement Plan
* 5% 401-K/457 Retirement Plan
* Vacation, Sick, Comp & Petty Leave
* Holiday Pay
* YMCA Membership Discounts
* Wellness Programs
* Tuition Reimbursement
* Optional Supplemental Benefits

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**Assistant to Social Services & Public Health Directors**

**With**

**Cleveland County Department of Social Services**

**GRADE: 14**

**COMPENSATION/GRADE: $23.06/hr.-$36.89/hr. Position# 011.506.5042**

**CLOSING DATE:**

**JOB DESCRIPTION:**

Performs intermediate skilled administrative support work providing general administrative support and low to midlevel department specific support, and related work as apparent or assigned. Work is performed under the limited supervision of the Social Services Director and the Health Department Director. The normal work schedule includes Monday -Friday 8AM – 5PM, occasional availability on weekends due to special events.

**ESSENTIAL FUNCTIONS:**

Prepares, edits and coordinates letters, memos, reports and presentations for social services and health directors and staff; coordinates meetings and schedules with staff and Social Services and Health Department Leadership; coordinates meetings and conferences for both Directors; manages calendars for rooms; and prepares travel and itinerary for both Directors.

Gathers, analyzes, and reports information and answers questions from the public regarding both Social Services and Health Department and local government agencies; explains policies and procedures for services provided by local government via email, phone and in office; handles projects assigned by both Directors or their leadership, and maintains filing system for Social Services and Health Department Executive Leadership Teams.

Serves as Clerk to the Board of Social Services Advisory Board and Public Health Advisory Board; attends Clerks conferences and workshops.

Analyzes, reviews and prepares Fiscal Budget for Social Services and Health Departments and for Board of Commissioners’ Presentations; approves invoices and purchase orders; orders supplies for both Social Services and Health Department Leadership Teams; reviews budget requests and budget transfers from both Leadership Teams for completeness and appropriateness.

Prepares agendas and meeting notices; writes and maintains minutes for Social Services and Health Department meetings, keeps record from meetings.

Administers assigned special, recurring, or regular projects; coordinates Social Services and Health Department events with other staff; prepares invitations, agendas, and presentations; orders food and favors; decorates.

Attends nightly and weekend events for community involvement as needed for and with both Social Services and Health Department Directors and other outside agencies.

Answers questions from employees or the public concerning policies, procedures, or deadlines; explains the use of records or information.

Establishes and/or revises work procedures and methods; develops necessary form design; maintains record keeping system.

Assists in the coordination of public relations activities.

**KNOWLEDGE, SKILLS AN D ABILITIES:**

Thorough knowledge of office management techniques and equipment; thorough knowledge of business English, spelling and arithmetic; general knowledge of effective supervisory techniques; comprehensive skill in organizing work flow and coordinating activities; general skill in operating personal computer equipment and related office and accounting software; ability to analyze and interpret policy and procedural guidelines; ability to type at a reasonable rate of speed; ability to prepare effective correspondence on routine matters and to perform routine office management details without referral to supervisor; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages ability to communicate effectively, both orally in written form; ability to resolve problems and inquiries; ability to establish and maintain effective working relationships with associates and the general public.

**EXPERIENCE & EDUCATION:**

Associates/Technical degree with coursework in business administration or public administration, or related field and 1-3 years’ experience in administrative office management, or equivalent combination of education and experience.

**PHYSICAL REQUIREMENTS:**

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing and using hands to finger, handle or feel, frequently requires climbing or balancing and repetitive motions and occasionally requires standing, walking, stooping, kneeling, crouching or crawling and reaching with hands and arms; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data; work is generally in a moderately noisy location (e.g. business office, light

traffic).

**SPECIAL REQUIREMENTS:**

NC Notary Public, must obtain within 6 months of hire if not currently held.

By General Statue 166A-19.3, Departments of Health and Human Services are agencies that are a part of the State Emergency Response Team for occurrences or imminent threat of widespread or severe damage, injury, or loss of life or property resulting from any natural or man-made accidental, military, paramilitary, terrorism, weather-related, public health, explosion-related, riot-related cause, or technological failure or accident, including, but not limited to, a cyber incident, an explosion, a transportation accident, a radiological accident, or a chemical or other hazardous material incident. In the event that the State Emergency Response Team is activated, this position will be required to participate if deemed necessary.

**APPLICATION PROCESS:**

All applicants must submit a completed County Application by the closing date to

[www.clevelandcounty.com](http://www.clevelandcounty.com).

**SELECTION PROCESS:**

Selection will be by structured interview. Applications will be reviewed to select the most qualified applicants for admission to the interview.

**Allison Mauney, H.R. Director**  **Telephone 704-484-4833**

**This publication lists positions for which applications are currently being accepted. Applications may be obtained at the Human Resources Office or the local Employment Security Commission. Applications are accepted Monday through Friday from 8:00 am to 5:00 pm (except holidays). Applications received after the closing date will NOT be accepted. As a condition of employment, individuals hired by the County are required to present proof of identity and legal eligibility to work in the United States before they can begin work. To insure the County’s commitment to serve its citizens as efficiently as possible, the County will require, as part of the pre-employment screening into all full and part time positions and PRIOR to an official offer being made for employment, a drug test to provide a drug-free environment in which to work, a criminal history check, and a driver’s license check, if applicable. Cleveland County does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services. Cleveland County is an Equal Opportunity Employer.**

**Human Resources**

P.O. Box 1210 • SHELBY, NC 28151

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