

# VACANCY ANNOUNCEMENT

Date: January 04, 2023

## Greene County Department of Social Services

227 Kingold Blvd; Suite A  
Snow Hill, NC 28580

**CLOSING DATE: Until Filled**

### ADMINISTRATIVE OFFICER II

Position #: 179-16-151 Salary Grade: 70

Hiring Salary: \$45,425 Starting salary may be lower if not fully qualified

Permanent Full Time: 8 am to 5 pm Monday through Friday

### DESCRIPTION

This position is responsible for preparing the agency budget, procuring the necessary supplies and equipment to operate the department, to bid and negotiate all contracts, monitor and account for all agency expenses and revenues constantly ensuring availability of necessary state, federal and county funds, supervising accounting, receptionist and related clerical functions and managing the agency personnel system. This position performs personnel and human resources administrative duties within the agency, the formulation and completion of the DSS 1571, assists with the preparation, organization and implementation of disaster teams and assists Director as it relates to the operations of the agency. This position is required to ensure that the staff of the administrative unit process consumers that utilize our agency in a timely, accurate and courteous fashion. This position is also responsible for budgetary duties that include but are not limited to the DSS 1571 upload and the monitoring of agency revenues and expenditures within our agency budget. This position also performs the following fiscal duties that include but are not limited to reviewing accounting transactions, reviewing and authorizing payee account transactions, overseeing and reviewing payee account balances, overseeing and reviewing the accuracy and timeliness of the agency payroll, and the transactions and revenues of the entire agency.

### EDUCATION AND EXPERIENCE

Graduation from a four-year college or university and one year experience in personnel, budgeting, research or administrative management; or an equivalent combination of education and experience in the planning and management of a business or government program.

### HOW TO APPLY

## A STATE (PD-107) APPLICATION FORM IS REQUIRED.

You may download the State (PD-107) application form from the Greene County site at:

<https://greencountync.gov/departments/social-services/>. Select DSS NCPD107 Job Application.

**Applications must be completed in full. Do not leave any boxes blank - fill with N/A when needed. Do not write "see resume" in lieu of filling out the education and work history. Application must be signed to be considered.**

Please mail applications and transcripts to the attention of Shelvia Ashford at Greene County HR 229 Kingold Blvd; Suite D Snow Hill, NC 28580. Application may be e-mailed to [shelvia.ashford@greencountync.gov](mailto:shelvia.ashford@greencountync.gov).

*We are an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.*