



VACANCY ANNOUNCEMENT

Hertford County is seeking to fill the following full-time position in governmental operations

DIRECTOR OF AGING SERVICES

Essential Functions/Typical Tasks:

Performs intermediate professional and administrative work planning, coordinating and directing services, activities and programs for elderly residents of the County; does related work as required. Work is performed under the general supervision of the County Manager. Supervision is exercised over all departmental personnel. Developing and maintaining programs and services for the County's aging population; preparing and monitoring associated budgets.

Knowledge, Skills, and Abilities:

Thorough knowledge of gerontology and the social, recreational, health, and socioeconomic needs of the elderly; thorough knowledge of the available public and private resources and services available locally for the elderly; general knowledge of state and federal guidelines governing services for the elderly;

Minimum Education and Experience:

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in gerontology, human relations or related field and a minimum of 3 years administrative and/or supervisor experience in a human services agency.

Physical Requirements:

This is light work requiring the exertion of up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently or constantly to move objects; work requires reaching, fingering, grasping, and repetitive motions; 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; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not substantially subject to adverse environmental conditions.

Salary Range:

\$33,288.00 to \$51,597.00 Annually

Application Deadline:

Open until Filled

Application Process:

Please visit us at www.hertfordcountync.gov for more information.

To be considered for this position, you must complete a Hertford County Application for Employment, in its entirety. Your application must be signed, and received by our office. Cover letters, resumes, transcripts, and other supplemental documentation may accompany your Hertford County Application for Employment. Selected candidates are subject to a criminal background check and motor vehicle record check.

Submit applications by mail, email, facsimile, or in person to:

Hertford County

Attn: Leah Craddock, HR/Risk Manager

PO Box 116/704 N. King St.

Winton, NC 27986

Fax: (252) 358-7806 (include cover letter)

Email: jobs@hertfordcountync.gov

Hertford County is an Equal Opportunity Employer/ AA.