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Department of Social Services
106 East Morgan Street, Suite 101
Brevard, NC 28712

August 20, 2019

**RECRUITMENT ANNOUNCEMENT
OPEN UNTIL FILLED**

POSITION: Income Maintenance Administrator I
SALARY GRADE: 119 (\$ 55,352.24 - \$85,795.98)
STATUS: Permanent, full-time

Duties: This position will provide programmatic management and administrative supervision for the agency including Work First, Work First Emergency Assistance, Adult and Family & Children's Medicaid, Special Assistance to Adults, Food and Nutrition, Low Income Energy Assistance, Child Care Subsidy, Program Integrity, and Income Maintenance Clerical staff. This includes Income Maintenance Supervisor II positions. Work in the units involves the determination and redetermination of client eligibility for all of the public assistance programs. This position will be responsible for training and monitoring to ensure state mandated performance measures are being achieved. This position will work with Supervisors and Director to identify agency needs, objectives and strategies. Responsibilities may include involvement in the community, assessment of program needs, unit training and organization, personnel functions, compiling data, conducting case reviews and audits.

Knowledge, Skills, and Abilities: Considerable knowledge of public assistance programs. Considerable knowledge of needs and problems of disadvantaged persons. Ability to instruct, direct, provide leadership and supervise lower level supervisors. Ability to maintain satisfactory working relationship with co-workers, clients, advocacy groups, officials of other agencies and the public. Excellent communication skills are needed to provide training, write memos, letters, reports, etc. and to interact with persons of all social, economic and educational backgrounds. Ability to implement a structured planning process focusing on short and long range factors.

Minimum Training and Experience Requirements: Two years of supervisor experience at least one of which must have been in an income maintenance or services program, and preferably with one year of experience in an income maintenance program; or an equivalent combination of training and experience.

APPLICATION PROCESS: Register with NCWORKS.gov and submit a state application (PD107) along with transcripts if applicable to NC Works Career Center, Blue Ridge Community College Transylvania Campus, 45 Oak Park Drive, Brevard, NC 28712 or Transylvania County Department of Social Services, 106 East Morgan Street, Suite 101, Brevard, NC 28712, Attention: Cindy Anders, by date of closing.