

Administrative Officer I

Jones County Health Department has a position open for an Administrative Officer I responsible for the fiscal operation of the Health Department, ensuring Department programs are administered properly and in compliance with local, state and federal guidelines. This position also serves as the assistant to the Health Director (see separate position description).

Position Number: 489-16-151

Minimum Education and Experience: Graduation from a four-year college or university and one year of experience in personnel, budgeting, research or administrative management; or an equivalent combination of training and experience. (Experience involving participation in the planning and management of a business or government may be substitutes for college on a year-for-year basis).

Hiring Range: \$39,818 - \$41,834

Date Position Posted: November 14, 2022

Deadline for Submission of Application: 5:00 pm, Wednesday, November 30, 2022

To Apply, Submit State Application (PD-107) to: Wesley P. Smith
Interim Health Director
Jones County Health Department
418 Hwy 58 North, Unit C
Trenton, NC 28585

Jones County Health Department is an Equal Employment Opportunity Employer