

**Position: Administrative Assistant I**

**Job Description**

The primary purpose of this position is to perform a variety of functions in supporting the Social Services Director and independently coordinating the administrative functions of a newly established program related to the development of substance abuse programs/services. This position will manage the navigation of patients/clients/citizens into a substance abuse program and will serve as the substance awareness program coordinator. This position plans basic service delivery as well as developing objectives and plans for the program. This position will become involved in the assessment and the gathering of data for an administrative program to include recommending policies and procedures and administering services throughout Hyde County. Employee in this position will function with considerable independence in planning basic service delivery that promotes prevention and education strategies for the residents of Hyde County.

**Knowledge, Skills and Abilities and Training and Experience Requirements**

Ability to communicate with a broad range of citizens, ability to communicate both orally and in writing, ability to assess, utilize good judgment, ability to plan and to interpret policy and procedural guidelines, ability to resolve problems. Ability to understand community resources and ability to explain complex situations and to coordinate a variety of administrative functions. Employee must remain knowledgeable of social and economic problems that may remain as barriers to services, complete organizational skills and good computer skills. Employee will work closely with the DSS Director in maintaining budgeted funding. Employee will complete other tasks as requested by the Director.

**Training and Experience Requirements**

Completion of high school or equivalent and four years of progressively responsible secretarial or clerical/administrative/office management experience; or completion of a two-year secretarial science or business administration program and two years of progressively responsible secretarial or clerical/administrative, office management experience; or completion of a four-year program in a college or university preferably with major emphasis on coursework in business administration, public administration, or other related field.

**Work Schedule:**

Hours are primarily Monday through Friday 8:00 a.m. to 5:00 p.m. with one hour for lunch. Evening hours are a possibility with flexible scheduling.

**Required Licenses/Certificates**

A North Carolina Driver's License is required.

**Invitation To Apply:**

All applicants must complete a State of North Carolina application form (PD-107) and submit to Laurie Potter, Director, Hyde County Department of Social Services; P. O. Box 100; Engelhard, NC 27824. Open until October 23, 2018.

HYDE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER