



**STANLY COUNTY  
DEPARTMENT OF SOCIAL SERVICES**

1000 NORTH FIRST STREET, SUITE 2  
ALBEMARLE, NORTH CAROLINA  
28001

[WWW.STANLYDSS.COM](http://WWW.STANLYDSS.COM)

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FOSTER CARE/ ADULT SERVICES FAX (704) 986-7499

**JOB OPPORTUNITY**

**POSITION:** Income Maintenance Administrator I

**LOCATION OF POSITION:** 1000 North First St., Suite 2  
Albemarle, NC 28001

**SALARY:** \$46,252

**POSITION AVAILABLE:** September 3, 2018

**KNOWLEDGE, SKILLS, AND ABILITIES:** Manages Work First, Medicaid, Food Assistance, Child Day Care, and the Child Support Enforcement programs for the Stanly County Department of Social Services. Plans, monitors, evaluates and supervises all activities related to these programs and ensures that all eligibility determination and services delivery comply with applicable legal, policy and regulatory requirements. Provides direct supervision to four unit supervisors, two Child Day Care Social Workers, and two Work First Employment Social Workers. Plans and advocates for improved services to clients within and outside the agency; prepares budgetary and personnel recommendations; participates on agency management team; prepares and analyzes variety of reports; deals with public relations. Must be knowledgeable of federal, state and local laws, regulations and policies pertaining to income maintenance, child support and social work programs in North Carolina, and possess strong managerial, supervisory and communication skills. Competence in computer skills is required. Reports directly to agency Director.

**MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS:** Requires two years of supervisory experience at least one of which must have been in an income maintenance or services program, and preferably at least one year of additional experience in an income maintenance program. Also requires graduation from an accredited bachelor's or associate degree program in Human Services Technology, Social Services Associate, Business Administration or closely related curriculum; or graduation from high school and two years of paraprofessional, clerical or other public contact experience which included negotiating, interviewing, analysis of data and /or performance of mathematical or legal tasks, or an equivalent combination of training and experience.

**ADDITIONAL REQUIREMENTS:** Must have valid NC driver's license and reliable transportation. All applicants tentatively selected for this position will be required to submit to a urinalysis to screen for illegal drug use, a criminal records check will be conducted and a driver's license check will be completed. **Official transcript must be included with the application.** Must be flexible in work hours.

**R3CRUITMENT PERIOD:** July 30, 2018 through 4:30 on August 13, 2018

**HOW TO APPLY:** Applications are available on the Stanly County website and the NC Works Career Center, 994 N First Street, Albemarle, NC 28001. A fully completed Stanly County application is required.

Applications will be reviewed to select the best qualified applicants for admission to an interview.

**STANLY COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.**