



JOB ANNOUNCEMENT

POSITION: Database Coordinator

LOCATION: County of Stanly
911 Communications Center
201 South Second Street
Albemarle, NC 28001

SALARY: \$15.82 per hour or DOQ

HOURS: Part-Time 30 hours per week with benefits

SPECIFICATIONS: Works to organize and administer the procedures and protocols used to establish a unique address for each residential or commercial location in the County. Reviews plats for new subdivisions, applies information from GIS, assigns road names, and updates Master Street Address Guide and strip maps. Work also includes preparing addressing information for distribution to the external vendor who is responsible for updating CAD records. Also coordinates the process of informing and disseminating addressing information to all agencies and interested parties. All applicants tentatively selected for this position will be required to submit to urinalysis to screen for illegal drug use prior to appointment.

EDUCATION AND EXPERIENCE: Any combination of education and experience equivalent to a high school diploma and extensive computer and data management experience sufficient to meet the necessary knowledge, skills, and abilities.

RECRUITMENT PERIOD: January 29, 2019 through 4:30 p.m. February 12, 2019.

APPLICATION PROCESS: Stanly County employees who are interested in applying for this position may submit an updated resume and application to the Human Resources Office. All other applicants must apply at the NC Works Career Center, 994 N First Street, Albemarle, NC 28001. (704) 982-2183. Applications are available on the Stanly County website and the NC Works Career Center.

Stanly County is an Equal Opportunity Employer

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Human Resources

1000 N. First Street, Suite 10A, Albemarle, NC 28001