

**Warren County Human Resources**  
**602 West Ridgeway Street**  
**P.O. Box 619**  
**Warrenton, NC 27589**



**Monday - Friday 8:30am to 5:00pm**  
**Telephone: (252) 257-3574**  
**Facsimile: (252) 257-5971**  
**www.warrencountync.com**

## **EMPLOYMENT OPPORTUNITY**

### **WARREN COUNTY**

### **DEPARTMENT OF SOCIAL SERVICES**

**POSITION:** Director of Social Services

**DUTIES:** The Director of Social Services serves as administrator of the Warren County Department of Social Services and is responsible for administering state and federal social service programs as defined in G.S. 108A. The Director is also responsible for overseeing administration of all department programs, establishing program standards, monitoring and evaluating quality of service delivery systems for public assistance and social services programs. Additional duties include implementing policies, interpreting and executing decision made by the Board, identifying and responding to changes in policy, responding to public inquiries and professionally representing the agency.

**EDUCATION/EXPERIENCE:** Master's degree in Social Work and 2 years of supervisory experience in the delivery of client services; or a Bachelor's degree in social work and 3 years of supervisory experience in the delivery of client services, 1 of which must have been in Social Services; or graduation from a 4 year college or university and 3 years of supervisory experience in the delivery of client services, 2 of which must have been in Social Services; or an equivalent combination of education and experience.

**SALARY:** \$73,385 - \$113,746 annually

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North Carolina State applications (PD-107) will be accepted **Until Filled** at the Division of Workforce Solutions (formerly the Employment Security Commission), 210 West Ridgeway Street, Warrenton, North Carolina 27589 or at the Warren County Human Resources Department, 602 W. Ridgeway Street, Warrenton, NC. Applications are available at [www.warrencountync.com](http://www.warrencountync.com).

*Warren County is a drug free workplace. Positions designated (\*) as Safety Sensitive require pre-employment drug testing. In compliance with the Immigration Reform and Control Act of 1986, Warren County will employ only those individuals who are U.S. citizens or legal aliens authorized to maintain employment in the United States.*

**Warren County is an Equal Opportunity Employer**