

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



Monday - Friday 8:30am to 5:00pm
Telephone: (252) 257-3115
Facsimile: (252) 257-5971
humanresources@warrencountync.gov

EMPLOYMENT OPPORTUNITY WARREN COUNTY COMMUNITY AND ECONOMIC DEVELOPMENT

POSITION: Community Development Division Manager

DUTIES: Serves as a community advocate, a program developer, a data analyst and researcher, and a grant writer and administrator. Work is performed under the general supervision of the Community and Economic Development Director; works to design, develop, and implement housing support and housing access programs; works in a diverse array of community development areas, including: consumer food access and food security, justice-involved populations, transportation, early child development, educational attainment, healthcare access, workforce development, and poverty reduction.

EDUCATION/EXPERIENCE: Preference is for a candidate to have graduated from an accredited four-year college or university with a degree in public administration, community development, planning, or social sciences, and have at least four years of work experience related to this role. There is a desire for an advanced degree in any of those areas, but it is not required. There is a desire for a candidate that has previously worked in local government. Experience related to developing and implementing affordable housing and community development programs is desired. Open to considering other combinations of education and experience.

SPECIAL REQUIREMENTS: Please submit a writing sample to be considered for this position.

NOTE: This position will be based in the on-site office with a possibility for some remote work in accordance with county policy.

SALARY: 42,907 – 66,505.

Warren County applications will be accepted **September 13, 2023** at the Division of Employment Security (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 27589. Applications are available at 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
TDD 1-800-735-2962

