January 12, 2023

 **POSITION VACANCY**

**TITLE: ADMINISTRATIVE OFFICER II**

**DUTIES:** This position serves as Program Director for the Dogwood Health Care Network, which includes nine counties (10 counties for HOPWA), soliciting contracts for the provision of service delivery to individuals with HIV/AIDS in this region. Additionally, this position will coordinate, monitor and assess service needs in the region and administer a system of payment for reimbursement for essential medical and support services.

**MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:** Graduation from a four-year college or university and three years of experience in personnel, budgeting, research or administrative management, preferably involving participation in the planning and management of a business or governmental program; or an equivalent combination of education and experience.

 *Applicant must take and successfully pass a pre-employment drug test, Motor Vehicle Records driver license check, as well as submit to random, reasonable suspicion and post-accident drug and alcohol testing. A criminal background check must be completed by the County of Robeson for potential applicants.*

**SALARY**: $48,130.51

**APPLICATION PROCESS:** Qualified applicants must complete a State Application (PD107).

Official college transcripts are required and should be submitted with completed application packet.

Submit completed application packets to:

 Employment Security Commission Robeson County Health Department

 289 Corporate Drive, Suite B or Attn: Yulonda McLean

 Lumberton, NC 28358 460 Country Club Road

 Lumberton, NC 28360

Applications without official college transcript attached will be considered incomplete.

**APPLICATION DEADLINE: January 23, 2023**

**EQUAL OPPORTUNITY EMPLOYER**

**This is an equal opportunity employment agency, we do not discriminate based on race, sex, color, creed, national origin, age or disability.**