



**Vision Vitality Variety**

*County of Vance*

*Employment Opportunities*

**Vance County Human Resources**  
**122 Young Street, Ste B**  
**Henderson, NC 27536**  
**Phone: (252) 738-2004**  
**Fax: (252) 738-2039**  
**Hours: 8:30 A.M. – 5:00 P.M. Monday – Friday**

*Effective January 1, 2009, Vance County will **only accept applications for positions** for which we are **actively recruiting below or in the media**. If you are interested in a position that is not being advertised, you may come in to our office and complete an Applicant Interest Card for future openings.*

If you are interested in any of the following openings, please complete a Vance County application and submit to the above address. A County Employment Application is available at [www.vancecounty.org](http://www.vancecounty.org). A resume may be submitted with your application. All applicants are subject to pre-employment drug testing.

***Vance County is an Equal Opportunity Employer***

**UPDATED August 18, 2010**

**Department: Administration (NEW)**  
**Position Title: Information Technology Director**  
**Salary Range: \$50,316 – \$80,496**  
**Application Close Date: Open until filled**

**Minimum Training and Experience Requirements:** Bachelors degree with a major in information systems or closely related field. A minimum of five years successful hand-on and/or management / supervisory experience (highly preferred) in a technical arena for an organization of similar size and scope. Areas of proficiency include but not limited to Microsoft net works, Servers and server operating systems, workstation applications, switch infrastructures, routers/firewalls/intrusion prevention systems, reporting tools, backup methodologies, and security. Must have valid driver's license.

**Knowledge, Skills, & Abilities:** Considerable knowledge of contemporary information systems technology and methodologies; Ability to apply technology and methodology in a manner that transforms vision into reality in a contemporary county government environment; Considerable knowledge of computer systems implementation and project management; Considerable knowledge of systems requirements, design, implementation, and documentation processes; Working knowledge of modern supervisory principles and practices and of the County's personnel policies and procedures; Ability to build consensus and provide leadership in organizational technological change; Ability to plan and coordinate daily computer system needs; Ability to handle confidential information appropriately; Ability to communicate effectively in oral and written forms; Ability to establish and maintain effective working relationships with system users, employees, department managers, and outside consultants and vendors; Ability and willingness to keep current by actively seeking new information and technology in a rapidly changing field; Presentation skills that include collecting and consolidating data to an effective informational level; Foster a positive, proactive team oriented, "can do" IT environment.

**Job Description/Duties:** Hands-on contributor to the installation, maintenance, and support of the County's technology environment and responsible for maintaining the County technology infrastructure and future planning.

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**Department:** Social Services (*NEW*)  
**Position Title:** County Social Services Program Administrator I (Senior Center Director)  
**Salary Range:** \$40,368, DOQ  
**Application Close Date:** September 1, 2010

**Minimum Training and Experience Requirements:** Graduation from a four-year college or university and five years of administrative experience in government or business; or nine months of graduate training in an accredited school of social work and four years of supervisory or administrative experience in social work; or an equivalent combination of education and experience.

**Knowledge, Skills, & Abilities:** Considerable knowledge of social work principles, techniques, and practices and their application to casework problems; Considerable knowledge of the principles, methods, and techniques of public and business administration; Considerable knowledge of the organization and structure of state and local governmental and volunteer agencies; Considerable knowledge of social and economic factors and problems existing in the community; Considerable knowledge of modern office procedures, practices, and equipment; General knowledge of personnel policies and procedures; Ability to initiate and install administrative programs and procedures and to evaluate their effectiveness; Ability to direct and supervise a staff of employees engaged in a variety of social work activities; Ability to maintain working relationships with administrative supervisors, associates, and social, medical, legal, civic, and religious organizations.

**Job Description/Duties:** Performs a variety of important administrative duties in developing and maintaining departmental programs; work involves responsibility for analyzing and solving technical problems; the enforcement of laws and regulations; and frequent public contact in promoting established program.

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**Department:** Detention Center (*3 positions*)  
**Position Title:** Detention Officer I  
**Salary Range:** \$24,876 - \$26,124 (DOQ)  
**Application Close Date:** Open Until Filled

**Minimum Training and Experience Requirements:** Completion of high school supplemented by courses in law enforcement or detention; or an equivalent combination of training and experience.

**Knowledge, Skills, & Abilities:** Working knowledge of federal, state, and local laws pertaining to inmate sentencing pretrial conditions, and release; working knowledge of policies and procedures covering inmate security, classification, care and discipline; ability to exercise sound judgment in routine and emergency situations; ability to work in a hazardous and confining work environment; ability to deal tactfully and firmly with inmates and the public; ability to prepare and maintain accurate records; ability to maintain effective working relationships with supervisor, other employees, and the public; ability to actively listen to inmate conversations and sounds in the facility and exercise judgment in determining potential security problems.

**Special Requirements:** Applicant must be able to pass a physical examination; meet the minimum standards set by the State of North Carolina for jail personnel; must be at least 21 years old.

**END**

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