



Human Resources
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COUNTY OF AVERY

Human Resources

Positions Available

County Manager, Avery County, NC. Responsibilities will be to plan, organize, manage, direct and implement the goals and objectives of the County Commissioners and overall operations of the County. Duties include the financial management/preparation and responsibility for a \$26M budget and 250 full/part time employees. Short/long range planning responsibilities for capital expenditures and projects. Must have the initiative to work diligently for economic growth. Work will include researching grant funding opportunities and locating funding sources and ensuring that grant applications are submitted. Manages and supervises the department heads, establishing long and short range goals and assures effectiveness and efficiency of services provided by each department in accordance with the vision and goals as established by the County Commissioners. Must have excellent written and verbal/presentation skills, and proven strong leadership and sound decision making abilities. Services provided are Solid Waste, Parks and Rec, Tax and Mapping, Transportation, Soil and Water, Senior Center, EMS, Communications, Inspections and Agriculture. Graduation from a four year college or university with a major in public administration, business management or related field and considerable broad management experience with a public sector organization, prefer local government management experience; graduate degree in public administration or related field. Avery County is located in the Blue Ridge Mountains, home to Lees-McRae College and within easy driving distance to Appalachian State University and two hours from Charlotte, largest city in NC. Recreational activities include hiking, biking, skiing, boating, golf and access to the scenic Blue Ridge Parkway. Comprehensive Benefit package. Salary commensurate with education and experience. Salary Range \$69,252 - \$96,571. Submit County application and resume in a sealed, return addressed envelope by **4:30 pm, November 14, 2014** to Human Resources, County of Avery, PO Box 640, 175 Linville St. Newland, NC 28657.

Receptionist: Department of Social Services, Full time, 8-4:30p, M-F. Duties to include greeting and directing clients, answering and routing phone calls, recording documents, data entry, collecting payments, issuing work permits, processing incoming and outgoing mail and general clerical duties. High school graduate, with business courses, proficient in Microsoft office and secretarial/clerical experience. Skills in accuracy, multi-tasking and excellent customer relations are a must. Comprehensive benefits pkg. Complete a NC State Application located at www.oshr.nc.gov. Mail to Human Resources Director, County of Avery, P.O. Box 640 Newland, NC 28657. **Apply by November 4, 2014.**

Telecommunicator: Part-time positions, will be responsible for public safety communications and administrative support work for Avery County law enforcement, fire, and rescue functions. On the job training available, must be able to obtain certification as EMD, DCI and CPR certification within six months of hire. 8- 12 hour shifts, will work nights, weekends and holidays and be available to work on short notice. Open until filled. Application located at www.averycountync.gov . Mail to: Human Resources Director, County of Avery, P.O. Box 640 Newland, NC 28657.