



# Employment Opportunity

## Jackson County

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*Please post this employment opportunity where all employees have access.*

**Position:** Health & Human Services Director

**Department:** Health & Human Services

**Description of Duties & Responsibilities:** Acts as chief executive officer for the county Health & Human Services Department executing powers and duties as defined in North Carolina General Statute 153A-77. The Health & Human Services Director's role includes difficult, complex administrative and managerial work with the primary responsibility for planning, organizing, staffing and directing the agency's internal operations under the direction of and through delegation from the County Manager and the Consolidated Health & Human Services Board. Responsibilities include management of the agency's fiscal/budgetary, human resources and strategic planning functions in addition to program evaluation and supervision. Position supervises the Director of Public Health and Director of Social Services. *Candidates must be willing to relocate to Jackson County if not already a resident.*

**Education & Experience Requirements:** *Minimum:* Master's degree in human services, public health, social services, public administration or related field and three (3) years of experience in public sector management work involving planning, administrative and budgetary responsibilities; or bachelor's degree in human services, public health, social services, public administration or related field and five (5) years of experience in public sector management that provides required skills, knowledge and abilities necessary to perform all aspects of the position. Applicants must have a valid North Carolina driver license.

**Starting Salary:** Dependent on qualifications and experience.  
Grade 37, Minimum Salary: \$74,156.75

Jackson County provides a robust offering of employee benefits including employer paid medical and dental benefits, participation in the Local Government Employees Retirement System, paid leave (vacation, sick, and holiday), employee clinic and wellness program, and supplemental benefit offerings.

Full overview of benefits available at <https://www.jacksonnc.org/employment-opportunities>

**Application Requirements:** Submit a complete State Application (PD107) to either location:

Jackson County	NCWorks Career Center
Human Resources Department	26 Ridgeway St., Suite 2
401 Grindstaff Cove Rd., Suite A-218	Sylva, NC 28779
Sylva, NC 28779	

State applications are available online at <http://www.jacksonnc.org/employment-opportunities> or can be obtained at the Jackson County Human Resources Office or the Sylva branch of the NCWorks Career Center. ***Applications will be reviewed beginning in July.***

**Closing Date:** Open until filled.

*Jackson County is an Equal Opportunity Employer and participates in the federal [E-Verify](#) program. Pre-employment drug screen and criminal background checks are required.*

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**Jackson County Human Resources Department**

401 Grindstaff Cove Road ▪ Sylva, NC 28779

828-631-2212 ▪ 828-631-2266 fax