



TYRRELL COUNTY GOVERNMENT

P.O. BOX 449
108 SOUTH WATER STREET
COLUMBIA, NC 27925

PHONE: 252.796.1371
FAX: 252.796.1188

JOB OPENING

Aging Services Administrator

Job Requirements:

The Aging Services Administrator performs supervisory work planning and directing the County's services for the older adult population through the Albemarle Commission on Aging programs including nutrition, information and referral, recreation, and fitness programs. Work includes supervising the daily operations of the senior center and nutrition site for congregate and home-delivered meals, supervising and training part-time staff and volunteers; planning and presenting recreational, fitness and informational programs; and referral of participants to human services agencies for assistance. Work also includes grant development and reporting, and ensuring adherence to Federal, State, and local standards and regulations. Work requires the ability to plan and coordinate multiple activities on a daily basis as well as the ability to communicate effectively with a variety of individuals, including clients, volunteers, human services organizations, and funding agencies. Work is performed independently under the supervision of the County Manager and is reviewed through conferences, review of reports and records, effectiveness of the programs and services delivered, and feedback from the citizens serviced. Performs related work as required. Graduation from a four year college or university with a Bachelor's degree in human services, or related field and experience administering a human services program, preferably for senior citizens, or an equivalent combination of education and experience.

Hours of Work:

Work week consists of 35 hours, and other hours as needed.

Salary Range: \$39,428-\$62,099

Application Process:

Applicants for this position should complete the Tyrrell County job application and submit it to: Terry Somers, Tyrrell County Government, PO Box 449, Columbia, NC 27925. The application is located on the County's web site at www.tyrrellcounty.org or may be obtained by contacting the County Finance Office at 252.796.1371 or 108 South Water Street, Columbia, NC. Equal Opportunity Employer/ADA/Equal Access.