

JOB OPENING

Department of Human Services Director

SCHEDULE & BENEFITS

- Full time 40-hour week position, office hours M-F, 7:30a-4p with ½ hour lunch break
- Optional employer paid family medical & life insurance and/or employee paid dental, vision, and supplemental life after 2-month waiting period eligibility
- Mandatory 4% employer matched retirement and optional deferred comp plan after satisfactory 3-month eligibility period
- Optional AFLAC plans available through employee paid monthly payroll deductions
- Paid time off (vacation, sick, personal days, funeral leave, federal holidays) after 3-month satisfactory probationary period
- Starting wage **\$3750-\$4125** per month (depending on experience and skill level) with possible bonus and performance pay incentives

GENERAL DUTIES AND REQUIREMENTS

- Direct, coordinate, enhance and evaluate the performance of its staff, and develop and monitor annual department budget
- Create and implement performance plans and corrective actions for the department and staff
- Greet and assist clients, answer phones, operate basic office equipment & manage case files
- Attend necessary or required trainings and meetings
- Knowledge and proficiency with computers & software programs
- Ability to communicate, both verbally and in writing, and prioritize information effectively and efficiently
- Operate in a professional and ethical manner and have strong attention to detail
- Adhere to State of Colorado and Federal rules and regulations
- Ideal candidate will have a Bachelor's Degree with a major in Human Behavioral Sciences field from an accredited institution (or combination of education, training, and experience that provides the knowledge, skills and abilities to perform the functions required for the job)
- Possess valid driver's license and ability to drive

APPLICATIONS & JOB DESCRIPTION AVAILABLE:

- ✓ County website under "Job Openings"
- ✓ Courthouse at 51 South 1st Street in Cheyenne Wells
- ✓ Email ccadmin@rebeltec.net

SUBMIT APPLICATIONS and RESUMES TO:

Cheyenne County Administrator
P.O. Box 567, 51 South 1st Street
Cheyenne Wells, CO 80810

Cheyenne County is an Equal Opportunity Employer. Position is open until filled