

Director of Garrett Works/Administrative Officer I
Contractual

The Garrett County Dept of Social Services is recruiting for the position of Administrative Officer I, Grade 13, Contractual. **Hourly rate of \$19.07 (no benefits).**

This position is responsible for marketing and overseeing the Agency's Temporary Assistance for Needy Families Program (formerly known as the Welfare to Work Program). The ideal candidate will educate and collaborate with local employers, community partners and agencies to encourage them to partner with and utilize support programs offered by Garrett County DSS. Duties will include but are not limited to developing worksites, assisting in developing and implementing apprenticeship opportunities, making job referrals, tracking job retention and providing related employment services. These services will help decrease dependence on Family Investment programs by promoting job preparation and employment. The successful candidate will be self-motivated, possess experience/skills in Google, Excel, Word, tracking data, customer service, public speaking and be results driven. Please see posting for minimum qualifications and additional information.

Applications accepted online at:

<https://www.jobapscloud.com/MD/sup/bulpreview.asp?R1=21&R2=002711&R3=0013>