

ASSISTANT TO THE COUNTY ADMINISTRATOR

The Warren County Administrator is seeking candidates for the position of Assistant to the County Administrator.

The Assistant to the County Administrator position is responsible for assisting the County Administrator with administrative and fiscal management functions as well as operational affairs within the County government. Duties include but are not limited to budget preparation, fiscal reporting, grant program oversight and County policy implementation and oversight. The work is performed under the general supervision of the County Administrator.

Successful candidates will have thorough knowledge of the principles and practices of general governmental accounting; thorough knowledge of financial administration including budgeting and reporting; good knowledge of the principles, practices and organization of municipal government administration; good knowledge of the practices of public administration.

Qualified candidates will possess a bachelor's degree or higher in Business Administration, Public Administration, Accounting, Finance or related field AND 4 years of experience involving public finance, budgeting and public administration.

Position will be filled based on Civil Service Law and Rules. A provisional appointment will be made with examination to be held at a later date. Candidates must meet civil service requirements for appointment following establishment of eligible list.

Salary for 2018 is \$68,288. Warren County provides eligible employees with a competitive benefit package.

For consideration please send cover letter, resume and completed county application (http://www.warrencountyny.gov/civilservice/docs/exams/exam_app.pdf) to Ryan Moore, County Administrator, Warren County Municipal Center, 1340 State Route 9, Lake George NY 12845. First review of applications: June 15, 2018.

Warren County is an Equal Opportunity Employer.