

JOB ANNOUNCEMENT

WIC Business Support Analyst 2

(unclassified position)

Posted: October 26th, 2020

Deadline/Closing: November 6th, 2020

Location: District WIC

Salary: \$36,000-\$45,000

Paygrade: K

Position Number: 00173964

Position open to: All qualified applicants



Job Summary:

Under limited supervision, provides programmatic and technical leadership and direction to District WIC and local WIC field staff and clients, as well as consultation with other departments within the organization. Participates in the development and revision of policies and procedures for the WIC program. Monitors operational and/or financial activity through on-site visits and/or analysis of activity reports. Performs lead duties in an assigned area(s) such as conducting audits of local WIC programs for compliance with state and federal regulations, supervising other district office staff, or supporting internal operations/processes. Assists Program Director with managing budgets and purchases. Supervises programmatic staff

Minimum Qualifications: Bachelor's degree in business or related field from an accredited college or university AND Two years of experience related to area of assignment. Note: An equivalent combination of education and job specific experience that provided the knowledge, experience and competencies required to successfully perform the job at the level listed may be substituted on a year-over-year basis.

Preferred Qualifications: Minimum of 3-5 years of WIC experience. Budgetary or financial experience.

We Offer:

12 paid holidays, 3 weeks each of annual and sick leave per year. A defined benefit retirement plan, life insurance and payroll deductible Health and Flexible Benefits (Dental, Vision, Legal, Long Term Care, Dependent Life, AD&D, Short and Long Term Disability). Medical and Child care spending accounts can be established in addition to deferred compensation options.

Instructions to Apply:

EMAIL, FAX or MAIL a completed application* to:

Katie Bowles - HR
Gwinnett, Newton, & Rockdale County Health Departments
PO BOX 897
Lawrenceville, GA 30046

Fax # 770-277-2089

katie.bowles@gnrhealth.com

At Gwinnett, Newton, & Rockdale County Health Departments, we work to protect and improve the health of those who work, live, and play in our community. Our most valuable resource is, by far, the dedicated and highly trained employees who enjoy and appreciate the opportunity they have to serve our community.

Applications may be downloaded at
www.gnrhealth.com

* We do not accept resumes without a fully completed Application for Employment. Required education credentials, license, certification and/or registration must be submitted prior to employment. Due to the volume of applications/resumes, we are unable to provide information regarding status over the telephone. No notification will be sent except to those applicants selected for interviews.

APPLICATIONS MUST BE SUBMITTED NO LATER THAN 5:00 PM ON THE DAY OF DEADLINE

An Equal Opportunity Employer

Under Title I of the ADA, we do not discriminate on the basis of disability in our employment practices.

Applicants selected for employment will be subject to the following:

Pre-employment Drug & Medical Screening | Fingerprint Criminal Record Investigation | Reference Checks