



Children's Service Act Coordinator - #1351

The County of Fluvanna, VA is seeking a full-time Children's Services Act (CSA) coordinator. Duties include: Primary program administrative support for CSA functions in the County. The Coordinator performs responsible, professional, and administrative work coordinating the CSA program, preparing and maintaining files and records, reviewing and processing bills for payment of services, submitting financial reports, managing a budget, and handling sensitive, confidential, possibly contentious and controversial information. Serves as a liaison between CSA and various other local and state agencies. Performs work under the general supervision of the Deputy County Administrator with latitude for independent judgement.

To succeed in this role, the ideal candidate will have any combination of education and experience equivalent to a Bachelor's degree in public administration or human services, as well as a minimum of five years' experience in increasingly responsible administrative work. Prefer administrative work experience in government functions.

Starting salary range \$19.25 per hour (\$40,040 annually) plus benefits, DOQ. Position open until filled. For the full job description, go to www.fluvannacounty.org/hr/jobs.

Submit a County application, resume, cover letter, and references jobs@fluvannacounty.org. Applications are available at the county website, www.fluvannacounty.org/hr/jobs. EOE