



Creative Regional Solutions Since 1968

Western Piedmont Council of Governments Environmental Health Administrative Assistant

The Western Piedmont Council of Governments (WPCOG) is currently seeking energetic, self-motivated and detail oriented candidates for the position of **Environmental Health Administrative Assistant**. The WPCOG is an innovative and forward-thinking organization dedicated to addressing planning issues for the region. Situated in the beautiful rolling hills and mountains of Western North Carolina, with ample opportunities for recreation, shopping and dining abounding in the region, the area is an ideal place to call home. The region contains great natural resources from the slopes of Grandfather Mountain to five major lakes along the Catawba River. The region contains a population of about 365,000 in Alexander, Burke, Caldwell and Catawba counties.

THE ORGANIZATION:

WPCOG is a regional governmental agency owned by the 28 local governments in the region and was organized in 1968 to provide long-range planning, technical assistance and regional delivery of services. Our organization is one of 16 regional councils in North Carolina formed under NC General Statutes 160A 470-478. Local governments eligible for WPCOG membership include Alexander, Burke, Caldwell and Catawba Counties located in Western NC and the 24 cities and towns within those counties.

WPCOG is organized into eight departments including: Administration; Finance; Workforce Development; Community and Economic Development; Community and Regional Planning; Regional Housing Authority; Area Agency on Aging; and IT/Facilities.

COMMUNITY & REGIONAL PLANNING DEPARTMENT:

The WPCOG Community & Regional Planning Department engages in various types of planning services for local governments and other partners in the Western Piedmont. Those services are organized into six divisions:

- Community & Regional Planning
- Transportation Planning (d/b/a Greater Hickory MPO)
- Regional Data Center / GIS
- Natural Resources
- Environmental Health
- Code Compliance & ADA

The department consists of sixteen (16) full-time positions providing a comprehensive set of services.

Western Piedmont Council of Governments
P.O. Box 9026, Hickory, NC 28603
www.wpcog.org

POSITION DESCRIPTION:

The **Administrative Assistant** will provide a variety of administrative services to the Environmental Health Division of the Community and Regional Planning Department at WPCOG. Specifically, administrative support for the following programs and the staff associated with these programs: On-Site Water Protection (includes On-Site Wastewater and Wells) and Food, Lodging, & Institutions (which includes swimming pools, tattoos, child care facilities and other establishments mandated to have a sanitary inspection). Responsibilities include answering calls and greeting and directing visitors as well as returning messages; preparing moderately complex administrative work and data entry; producing word and other Microsoft Office documents, correspondence and reports; works to prepare routine mail as well as large mailings for the postal system; maintains and processes various files and files department records as appropriate; conducts simple inventories and assists with ordering division supplies; and performs work associated with agendas and meeting logistics for various meetings/conferences and events.

QUALIFICATIONS:

- Excellent verbal and written communication skills are essential.
- At least two years of administrative experience required.
- Graduation from a standard high school preferable with an associate's degree or higher in business or related course preferred.
- Must have strong computer and interpersonal skills as well as knowledge of modern office practices and equipment.
- A working knowledge of office equipment, computers and current software with a minimum of two years' related experience.
- An equivalent amount of education and experience may be considered.

SALARY & BENEFITS:

The hiring range for this position is **\$32,923-\$35,000** depending on qualifications and experience. New hires are eligible for up to a 5% increase with the successful completion of probationary period.

- WPCOG is a member of the North Carolina Local Governmental Employees' Retirement System. This entitles vested employees with at least five years of employment to a defined benefit at the time of retirement. Members contribute 6% of gross compensation each month. This is a before-tax deduction. Western Piedmont Council of Governments contributes an actuarially determined percentage of the gross payroll of members each month.
- The Western Piedmont Council of Governments will contribute 4.2% of each employee's salary and match 4%, for a possible total of 8.2%, to either the NC 401k or the NC 457.

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- WPCOG pays 100% of an employee's health and vision coverage. The current plan is a high deductible health plan with a Health Savings Account (HSA). Contributions to the HSA are made pre-tax through payroll deduction.
- WPCOG pays 100% of the following premiums:
 - Life Insurance with AD&D - \$100,000
 - Dental Insurance - Employee and Family
 - Short-Term Disability (Weekly Indemnity)
 - Long-Term Disability
- WPCOG provides for the following payroll deduction and retirement options:
 - NC 457 Plan
 - NC 401(k) Plan
 - Additional Voluntary Life Insurance
- WPCOG provides for the following paid leave options:
 - 11 Paid Holidays Per Year
 - Annual Leave earned based on approved years of relevant government service
 - 12 Sick Leave Days Per Year
 - Longevity Pay

APPLICATION PROCESS:

Position open until filled.

Please submit a cover letter, resume, references and WPCOG application to Director of Administrative Services and Human Resources, Ashley Bolick, at WPCOG, P.O. Box 9026, Hickory, NC 28603. Emailing application materials is acceptable, ashley.bolick@wpcog.org. Questions should be directed to Ashley at (828) 485-4221. Final candidates will be subject to an interview process. The WPCOG is an Equal Opportunity Employer.

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