

## **Director of Administrative Services**

Goochland Powhatan Community Services (GPCS) is seeking a Director of Administrative Services. This position is responsible for providing overall management of the Administrative Department including reimbursement, payroll, accounts payables and receivables, personnel, building maintenance, purchasing, inventory, transportation and an agency wide management information system. This position serves as the Clerk of the Board for the Directors. The incumbent is responsible for the supervision of the Operations Supervisor, Fiscal Supervisor, two Administrative Assistants and all Secretaries. The incumbent reports to and receives limited supervision from GPCS Executive Director.

GPCS serves citizens of Goochland and Powhatan Counties. The Director of Administrative Services is based in Goochland County. Starting Salary Range: \$53,721 – 56,163, or based on experience. Position open until February 17, 2012.

Applications must include agency application, which is available on line at [www.gpcsb.org](http://www.gpcsb.org) or by calling 556-5400.