



**Office of Administrative Services  
Human Resources Department**

207 Fourth Ave. North, Room 306  
Kelso, WA 98626  
TEL (360) 577-3065  
FAX (360) 577-3028  
[www.co.cowlitz.wa.us](http://www.co.cowlitz.wa.us)

**Board of County Commissioners**

Michael A. Karnofski    District 1  
George Raiter            District 2  
James R. Misner        District 3

**Human Resources Department**  
Jim Zdilar, Director

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January 13, 2012

*Job Announcement*

**Assistant or Associate Planner  
Information Services Management  
Human Services Department**

This position provides technical support and analysis for the Human Services department and the mental health clinic division. It ensures the Department's compliance with state contractual requirements regarding collection and transmission of data. Analyzes the requirement for and develops/enhances information services and systems for Southwest Regional Support Network (mental health) Avatar system, substance abuse Target system, and state developmental disability data system. Provides technical support to a dozen or more sub-contractors regarding data base administration, EDI transmission and errors. Produces and prepares reports and deliverables for the department and its subcontractors as well as for local, regional and state contractual obligations.

**Minimum Qualifications:**

1. Bachelor's degree in computer science, business or public administration, or related field.
2. Experience planning behavioral health, business or related IT services, local government program administration or social services administration. Experience must include proficiency in computer use and applications, knowledge of client database and information management including database system design, queries and reports. Assistant level requires a minimum of one (1) year of experience, and Associate level requires a minimum of five (5) years of experience.
3. Possess and maintain a valid driver's license.

**Starting Monthly Salary:**

**Assistant: \$ 3,467**

**Associate: \$ 4,086**

**Benefits Package currently includes:** Medical, dental, orthodontia, life, long term disability, vision and prescription insurance. HRA in lieu of medical option for eligible employees. Paid holidays; vacation and sick leave; employee assistance program; and retirement program through the State of Washington Department of Retirement Systems. Voluntary benefits include: life and accident insurance; flexible spending accounts; and deferred compensation program.

**Application Information:**

The employment application, the job announcement, the job description can be obtained by visiting the Human Resources Department at 207 Fourth Ave. Room # 306, North, Kelso, WA; by calling (360) 577-3065 or TDD (Hearing Impaired Line) (360) 577-3061; by faxing your request to (360) 577-3028; or by accessing the County's website under Employment Opportunities: [www.co.cowlitz.wa.us](http://www.co.cowlitz.wa.us).

**Applicants must submit an Employment Application and a resume  
to the Human Resources Department.**

*Applicants may submit applications in person, via mail or fax.*

**This position will remain open until it is filled.**

The first review of applications is expected to take place during the week of February 6-10, 2012.

*Cowlitz County is an Equal Opportunity Employer.*