



## Human Resources Department

616 Third Avenue  
Two Harbors, MN 55616  
Phone: (218) 834-8323  
Fax: (218) 834-8482  
Website: [www.co.lake.mn.us](http://www.co.lake.mn.us)

December 27, 2024

## EMPLOYMENT NOTICE

**POSITION:** **HUMAN SERVICES SUPERVISOR**  
The current vacancy is a full-time (37.5 hours a week) position in the Lake County Health and Human Services Department.

**2025 SALARY:** \$31.89 - \$43.05 per hour

**CLOSING DATE:** **Open until filled; initial review due January 10, 2025**  
Applications must be on official forms. Resumes will be accepted, but not in lieu of an application.

**MINIMUM QUALIFICATIONS:**  
Bachelor's degree in Social Work or related field; 3 years related experience; or an equivalent combination of education and experience.

**RESPONSIBILITIES:**  
Responsible for supervising a defined human services function, process or service that directly supports the day-to-day operations of the human services of the County. Responsibilities may include supervising staff; identifying and proposing areas operational modifications; preparing and monitoring an assigned budget; assigning and reviewing work of lower level support staff; scheduling support staff; and establishing and enforcing work procedures and processes.

**WORK TEST PERIOD:**  
Appointee to the position must successfully complete probationary period per contract.

**BACKGROUND CHECK:**  
Applicants selected for appointment must pass a criminal background check.

**DRUG TESTING:**  
Applicants selected for appointment must take and pass a drug test.

**PHYSICAL-MEDICAL STANDARDS:**  
Applicants must meet essential physical requirements of the position.

**EMPLOYMENT ELIGIBILITY VERIFICATION:**  
All new employees must complete and sign employment eligibility verification form on the first day of employment. Documentation verifying identity and employment eligibility must be submitted within three days of the first day of employment.

**APPLICATION INFORMATION:**

Application and Classification Specification may be obtained by contacting Lake County Human Resources Department, 616 Third Avenue, Two Harbors, MN, 55616; or Lake County Service Center, 99 Edison Boulevard, Silver Bay, MN, 55614; or website: [www.co.lake.mn.us](http://www.co.lake.mn.us); or call (218) 834-8323.

**ACCOMMODATION:**

Applicants who wish to request accommodation to application process should contact Lake County Human Resources at (218) 834-8323.

**VETERAN'S PREFERENCE:**

Proof and claims for Veteran's Preference must be filed at time of application.

**NON-DISCRIMINATION:**

Lake County is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, creed, sex (including pregnancy), age, color, national origin, religion, disability, sexual orientation, gender identity, marital status, status with regard to public assistance, familial status, membership or activity in a local commission, genetic information, or any other protected classification.