POSITION DESCRIPTION

Agency:	Board of Commissioners	**Employee Name:**	
Class Title:	County Job and Family Services Administrator	**Position Title:**	Director
Class Number:	80112	**Civil Service Status:**	Unclassified (R.C. 329.02)
Dept./Division:	Job and Family Services		
Unit:	Administration	**Employment Status:**	Full-time
Reports To:	Board of Commissioners	**FLSA Status:**	Exempt
EEO Status:	01 – Officials and Administrators	**DOT/O*Net Code:**	(Executive) 195.117-.101
Normal Hours:	Weekdays: 8:00 a.m. – 4:30 p.m. M-T, 8:30 a.m. – 2:30 p.m. F on-call 24/7		

GENERAL DESCRIPTION:

Under administrative direction of the board of commissioners, oversees all agency functions; maintains all agency programs and activities; provides indirect supervision to all agency employees; performs fiscal duties for the entire agency; conducts and attends meetings and training sessions.

QUALIFICATIONS:

An example of acceptable qualifications:

Completion of undergraduate major core coursework in one of the following or a related field: business administration, public administration, human services, human resources, psychology, sociology, social work, education, or finance. Also requires an additional five (5) years of administrative/managerial experience to include responsibility of managing the fiscal aspects of an organization, agency, program, or operational area and assisting in developing and implementing policies, programs, laws, rules and/or regulations. At least two (2) of the five (5) years must have been as a supervisor over subordinate staff and/or contractors; or requires three (3) courses or 18 months of experience in business administration and/or public administration, one (1) course or six (6) months of experience in accounting or finance, two (2) courses or 12 months of experience in social welfare, one (1) course or six (6) months of experience in human resources management, and one (1) course or six (6) months experience in written communication for business. Also requires five (5) years of administrative/managerial experience to include responsibility for managing the fiscal aspects of an organization, agency, program, or operational area and assisting in developing and implementing policies, programs, laws, rules and/or regulations. At least two (2) of the five (5) years must have been as a supervisor over subordinate staff and/or contractors; or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities. Must be bondable.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess a valid Ohio driver's license and maintain insurability under the County's vehicle insurance policy.

EQUIPMENT OPERATED:

The following are examples only and are not intended to be all inclusive.

Motor vehicle, personal computer, computer software (e.g., DJFS specific software, etc.), printer, copier, fax machine, telephone, and other commonly utilized office equipment.

In cases of emergency, unpredictable situations, and/or department needs, the employee may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

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INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:
The employee has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); works in and around crowds; has contact with potentially violent or emotionally distraught persons; has exposure to hazardous driving conditions.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered sedentary work.

In cases of emergency, unpredictable situations, and/or department needs, required to lift, push, pull, and/or carry objects heavier than DOL strength ratings recommend.

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This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed both the cover page(s) and the Inside Page(s) of my position description, and that I understand the contents of the position description.

_____ _____
(Approval of Appointing Authority or Designee) (Date)

_____ _____
(Employee Signature) (Date)

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

40% (1) Administers, oversees, and is responsible for maintaining all agency programs (e.g., remains on-call 24/7; carries and uses cell phone to respond to issues occurring while out of the office; uses computer to receive and prepare documents; etc.); supervises assigned staff (e.g., authority to or ability to effectively recommend to hire, transfer, lay off, recall, promote, discharge, assign, reward, or discipline (jointly with board of commissioners); assigns tasks; schedules work; evaluates performance; approves/denies leave requests; etc.); develops and implements programs the agency is mandated to provide; monitors agency operations and ensures compliance with all state and federal laws and regulations regarding agency programs; ensures compliance with performance standards established for the agency by state and federal regulations; confers with agency supervisory staff concerning programmatic matters; confers with ODJFS regarding programs and policies; implements corrective actions as indicated by audits and quality control reviews.

20% (2) Oversees the administration, development, and coordination of the agency's fiscal control programs and activities (e.g., monitors cash flow and allocation; develops annual budgets; coordinates long range fiscal planning for the agency; etc.); negotiates, develops, prepares, and implements plans, agreements, and contracts with the state, public, and agencies for purposes of carrying out cooperative plans of action or coordinating agency programs; confers with the board of commissioners regarding all operations of agency.

15% (3) Develops and implements personnel policies and procedures; directs the agency's personnel operations (e.g., determines need for new staff members and informs county commissioners of need; interviews applicants, confers with supervisory staff regarding job applicants, and makes recommendations to board of commissioners for the hiring of new employees; develops and reviews with supervisory staff position descriptions and job assignments; etc.); provides direct or indirect supervision to all agency employees; identifies staff training needs and ensures staff receive necessary in-service and development training.

15% (4) Conducts and attends meetings and training sessions (e.g., conducts county conferences and attends hearings; drives motor vehicle to gain access to off-site meetings and training sessions; attends conferences, workshops, seminars, etc. for professional development and for the implementation of agency programs, policies, and procedures).

5% (5) Performs public relations duties, representing the entire agency (e.g., interprets agency policies to the public by responding to client complaints; maintains continuous contact with the public and the commissioners; etc.); serves as a liaison to ODJFS.

(6) Maintains required licensures and certifications.

(7) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

(8) Attends professional education and training sessions, seminars, and workshops as directed.

OTHER DUTIES AND RESPONSIBILITIES:

5% (8) Performs other duties as assigned.

MINIMUM ACCEPTABLE CHARACTERISTICS: (* indicates developed after employment)

Knowledge of: budgeting; bookkeeping; fiscal management; financial accounting; county and agency goals and objectives; county and agency policies and procedures*; government structure and process; office practices and procedures; personnel practices; supervisory practices; interviewing principles; The Americans with Disabilities Act; The Civil Rights Amendment; training and development; local, state and federal laws, rules and regulations concerning employment practices; personnel practices; supervisory practices; administrative practices and procedures; training and development practices; safety practices; interviewing principles; ODJFS computer systems; public relations; social services; human services administration; state and federal laws and regulations regarding agency programs.

Skill in: computer operation; motor vehicle operation; training; delegating; public speaking; telephone console operation.

Ability to: select most qualified applicant according to specifications for referral; calculate statistics; write budget reports; develop and train staff; conduct effective interviews; interpret fiscal data and make budget preparations; interpret policies and procedures; understand a variety of written and/or verbal communications; maintain accurate records; discipline others; supervise, delegate, and monitor the work of different supervisors; use proper research methods to gather data; give technical advice to subordinates; safeguard information of a sensitive or confidential nature.

POSITIONS DIRECTLY SUPERVISED:

Assistant Director/Children Services Administrator,
IM Supervisor, IM (OMJ) Supervisor
Fiscal Specialist, IT Specialist
Account Clerk II