

**SHELBY COUNTY**  
An Equal Opportunity Employer  
**POSITION JOB DESCRIPTION**

**Class Title:** Nursing Facility Administrator

**Position Title:** Administrator

**Dept. /Division:** Fair Haven / Shelby County Home

**Civil Service Status:** Unclassified / Reports and Serves at the Will of Board of County Commissioners

**Employment Status:** Full-time

**FLSA Status:** Exempt

**EEO Status:** 01

**QUALIFICATIONS:** Any combination of training and work experiences which indicates possession of the knowledge, skills and abilities listed below. An example of an acceptable qualification for this position: Completion of secondary education: completion of Bachelor's degree with training and experience in gerontology, management, business or public administration; Master's degree preferred; minimum three (3) to five (5) years' experience exhibiting increasing responsibility preferable in a nursing home and/or care center setting; or equivalent combination of training and experience.

**LICENSURE OR RECERTIFICATION REQUIREMENTS:**

Must possess and maintain an Ohio Nursing Home Administrator's License as issued by the Ohio Board of Examiners of Nursing Home Administrators pursuant to Section 4751.02 of the Ohio Revised Code; valid state of Ohio Driver's license; must maintain insurability according to County policy.

**EQUIPMENT OPERATED:** The following are examples only and not intended to be all inclusive:

Standard office equipment (e.g., computer, telephone, copier, fax machine, etc.); motor vehicle operation.

**INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:**

The employee is exposed to, must negotiate, use or work with or in the vicinity of: upset or emotionally distraught individuals; may be exposed to potentially dangerous/fatal infectious diseases; chemicals commonly found in an office environment (e.g., toner, correction fluid, etc.); hazardous driving conditions (e.g., snow, sleet, ice, etc.); occasionally lifts objects 20 pounds or less; occasionally carries objects 20 pounds or less.

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

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent.