

JOB ANNOUNCEMENT

SHELBY COUNTY DEPARTMENT OF JOB & FAMILY SERVICES DIRECTOR

JOB TITLE: Shelby County Job & Family Services Director

SALARY RANGE: \$115,000 - \$125,000

JOB RESPONSILTIES:

The Board of County Commissioners of Shelby County, Ohio is seeking qualified applicants for the position of Shelby County Job and Family Services Director (Administrator). The individual selected will report directly to and serve at the pleasure of the Board in an unclassified position. The Director will oversee all agency functions and be responsible for managing the agency's Public Assistance, Workforce Development, Children Services, Child Support Enforcement and similar programs. The Director will work closely with the Board in planning, budgeting, implementing, and monitoring the agency's objectives and fiscal responsibilities.

MINIMUM QUALIFICATIONS INCLUDE:

Completion of undergraduate major core course work in the field of business administration, public administration, finance, human services, human resources, or other human service related degree; or

Four courses or two years of experience in business administration and/or public administration, plus two courses or twelve months experience in accounting or finance and in social welfare, plus one course or six months experience in human resources management and in written communication for business.

Also requires five years of administrative/managerial experience with responsibility for managing the fiscal aspects of the jurisdiction being managed, experience developing and implementing policies, programs, laws, rules, and/or regulations, with at least two of the five years as a supervisor over subordinate staff and/or contractors; or

Education, training and/or experience in an amount equal to the Minimum Qualifications stated above.

A complete Job Description and application form are available on Shelby County's website at <https://co.shelby.oh.us/careers> or can be picked up at the Shelby County Commissioners' office, Shelby County Annex, 129 E. Court Street, Sidney, Ohio 45365.

Resumes and a properly completed application must be submitted to the Commissioners' Office by 12:00 p.m. on September 30, 2022. Applicants may email resumes with application to shelbycountycommissioners@shelbyco.net or mail to the Board of Shelby County Commissioners at the address above. Office hours are 8:00 a.m. to 4:00 p.m. Monday through Thursday and 8:00 a.m. to 12:00 p.m. on Friday.

Shelby County is an Equal Opportunity Employer.