

## Executive Director, Department of Job and Family Services

Hours - Monday - Friday, 8 AM -5:00 PM, with flexible schedule based on needs of agency.

Position - Unclassified, Exempt. Reports to the Board of Commissioners. Salary based on qualifications.

Qualifications: Bachelor's Degree in Business Administration, Management, Social Science or Public Administration (preferred) and 10 years of full-time experience in the Public Sector. Experience with Public Assistance, Children's Services, Adult Protective Services, Supportive and Social Services, Child Support Enforcement or Workforce Development highly preferred. Must have success in a leadership role and 5 years of experience in labor management, including the negotiation, interpretation, and administration of a collective bargaining agreement, and working collaboratively in a union environment. Budget oversight in a complex, multi-fund organization required.

Duties/Responsibilities/Abilities: Administers the County Department of Job and Family Services and is responsible for all program areas which include: Public Assistance (OWF, PRC, Food Stamps, Disability Assistance, Medicaid, etc.), Adult Protective Services, Supportive Services, Social Services, Child Support Enforcement Agency, and Workforce Development programs as assigned by the Board of County Commissioners. Negotiates collective bargaining agreement and MOUs as required.

Oversees all Agency functions, programs and activities within the Agency and throughout the community and develops and implements Agency policies and procedures. Develops, directs, monitors and approves Agency budgets and expenditures. Responsible for Agency compliance with federal and state grant requirements and for the accurate reporting of all financial transactions.

Knowledge of executive level management principles to develop, control, implement and direct programs and operations to achieve defined objectives with maximum efficiency for the Department of Job & Family Services; workforce planning and human resource development, labor relations, behavioral concepts and organization practices and development; resolution of employee/employer issues and conflicts; government/public sector budgeting.

Skills in interpreting an extensive variety of technical/programmatic materials, preparing and delivering speeches/presentations; developing complex reports; handling sensitive and confidential inquiries from officials and general public; developing and maintaining appropriate rapport with Agency personnel, community etc. and to resolve complaints from citizens/officials.

### Additional Requirements:

Must pass (test negative) pre-employment drug test. Work flexible schedule based on needs of agency. Must possess valid Ohio driver's license or equivalent and maintain acceptable driving record. May drive personal vehicle for county business.

Must pass criminal background check.

Is subject to inside environmental conditions.

May be required to attend periodic evening meetings and/or to travel within and out of county boundaries to attend meetings.

Submit an Application for Employment, cover letter and resume to the Athens County Commissioners' Office 15 S Court St. Athens, Ohio 45701 or email [jsikorski@athensoh.org](mailto:jsikorski@athensoh.org) Deadline for applications is April 16<sup>th</sup> at 4p.m. . Applications are available online [www.co.athensoh.org](http://www.co.athensoh.org) under Business, County Forms, Affirmative Action Employer.

Publish April 1<sup>st</sup> and 8<sup>th</sup>