

**BUTLER COUNTY COMMISSIONERS PERSONNEL OFFICE
ANNOUNCEMENT OF VACANCY**

Posting Date: 09/28/2021

Response Deadline: 10/08/2021

* RESUMES ARE ACCEPTED UNTIL THE POSITION IS FILLED.

| | |
|--|--|
| Agency: Department of Job and Family Services | Job Title: Assistant Director |
| Classified <input type="checkbox"/> Unclassified <input checked="" type="checkbox"/> | Bargaining Unit Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| Overtime Exempt Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> | Salary: \$70,636.80-102,440.00 |
| Work Location: 315 High Street Hamilton OH | Hours of Work: M-F, 7:30am-4:30pm |

ESSENTIAL FUNCTIONS:

(1) Assists Executive Director of JFS/CS/Workforce Development to develop and implement agency programs, policies and procedures; evaluates and recommends need for additional or deletion of positions, ensuring division compliance with personnel policies and procedures; creates Program Eligibility and Work Support policies and procedures, ensuring compliance with regulations and establishment of quality control programs; prepares required internal and ODJFS required reports for purpose of evaluating performance of activities; and identifies problems experienced or reflecting production statistics for Job and Family Services.

(2) Oversees the agency Fraud Unit, Public Assistance Program, OMJ Center and Quality Assurance program; provides strategic leadership and coordinates priorities with the Executive Director of JFS/CS/Workforce Development to improve agency processes and programs; develop and track metrics to evaluate and assess quantity and quality of JFS programs; and develops and maintains a performance measurement system to track and achieve Board of Commissioners objectives to provide quality services, programs and subsidies to qualified recipients in need.

(3) Provides direct and indirect supervision over assigned agency personnel activities and determines work policy and standards of performance, e.g., determines need for new staff members, interviews applicants and makes recommendations for the hiring of new employees, initiates actions for the termination of employees, disciplines subordinates, when necessary; updates and trains staff; reviews, approves, or denies employees requests for leave; completes performance evaluations of subordinates work; meets with subordinates regarding any grievances; assigns duties to workers.

(4) Under the direction of, and in collaboration with, the Executive Director of JFS/CS/Workforce Development performs agency-wide public relations duties with community and elected officials; interprets JFS agency policies for the public; responds to and provides resolution of client complaints; and maintains contact with the public and the Board of Commissioners.

(5) Under direction of the Executive Director of JFS/CS/Workforce Development, oversees administration, development and coordination of the agency's fiscal programs and activities; assists with budgetary considerations within the agency; negotiates, develops, prepares, and implements plans, agreements, and contracts with the state and other agencies; and carries out cooperative plans of action and collaborative agency programs.

(6) Conducts and attends meetings and training sessions; serves as the agency representative on boards and committees; and represents the agency at the state and local levels.

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

REQUIRED QUALIFICATIONS:

- Completion of Bachelor's Degree in one of the following or a related field: business administration, public administration, human services, human resources, psychology, education or finance.
- Four (4) years' experience in management/administration, and/or,
- Any combination of education, training and/experience equivalent to the above minimum qualifications.

SELECTION PROCEDURE: Resumes and Interviews

SUBMIT COVER LETTER AND RESUME TO:

Butler County Commissioners Personnel Office
315 High Street, Suite 640
Hamilton, OH 45011
or by email to: resumes@bcoho.us
(Please indicate Job Title in subject line.)

BUTLER COUNTY WILL CONSIDER INTERNAL APPLICANTS PRIOR TO EXTERNAL APPLICANTS

Pursuant to the Americans with Disability Act of 1993, Butler County will consider all qualified applicants for employment, including persons with disabilities. The applicant must be able to perform the essential functions of this job with or without reasonable accommodation. Upon the request of any qualified applicant, this office will evaluate any reasonable accommodation that may be needed to enable a disabled person to participate in the application process or perform these essential duties.

AN EQUAL OPPORTUNITY EMPLOYER