



**Position Title:** Director, Job & Family Services (“JFS”)  
**Department:** Board of Commissioners (“Board”)  
**Supervisor:** Board of Commissioners  
**FLSA Status:** Non-Exempt

**Position Description Summary:**

The primary purpose of this position is to oversee all Agency (stand-alone) functions under the administrative direction of the Board. This position develops, implements, and monitors JFS policies and procedures under the auspices of state and federal guidelines, and provides direct supervision to Agency supervisors and indirect supervision to all JFS employees. The Director also makes staffing recommendations to the Board, and manages the Agency’s fiscal responsibilities.

**Position Qualifications:**

1. Possession of a Bachelor’s degree from an accredited college or university in Business Administration, Public Administration, Human Services, or Finance.
2. Four (4) or more years of related administrative or managerial work experience and/or training with responsibility in managing the fiscal aspects of organizations, agencies, programs.
3. Two (2) or more years of related work experience and/or training as a supervisor, or any equivalent combination of education, experience, and training that provides the required knowledge, skills, and abilities.

**Position Functions:**

1. Oversee Agency personnel, schedule and assign tasks, interview job applicants, recommend wages scale adjustments, and evaluate employee performance.
2. Participate as a member of the Agency’s collective bargaining negotiating team.
3. Perform public relations’ duties, and oversee the Agency’s public programs with representatives of federal and state departments and other public officials.
4. Monitor Agency allocations and ensure expenditures adhere to program ceilings and appropriations; review payroll and Agency contracts, leases, and expenditures.
5. Attend meetings and serve on committees as necessary; attend training and seminars as necessary.

**Position Minimum Requirements:**

1. Must possess proficiency in computer technology: Microsoft Office, specifically Microsoft Excel, Google Mail, and other commonly used computer programs.
2. Must have experience in working with budgets, recruiting (from interview to hire), collectively bargained staff, and social services’ rules and regulations.
3. Other requirements as identified in position description.

The minimum starting salary for this position is \$86,000, negotiable based upon qualifications and experience. In addition, Richland County offers a competitive benefits’ package, which includes: health, dental, life, additional life, optional vision, and other benefits related to public sector employment. Employment includes participation in the Ohio Public Employees Retirement System (“OPERS”). Qualified candidates may send a resume, and a note of interest to Commissioner Darrell Banks via E-Mail at [dbanks@richlandcountyoh.gov](mailto:dbanks@richlandcountyoh.gov), or deliver in person to the Board at 50 Park Ave. E., Mansfield, OH 44902.