



Executive Director

Agency:	Scioto County Department of Job and Family Services
Location:	Scioto County, Ohio
Position:	Executive Director (Full-Time, Exempt)
Normal Hours:	Monday – Friday, 8:00 a.m. – 4:30 p.m.
Salary Range:	\$100,755 – \$111,800
Application Deadline:	Friday, November 6, 2026

The Scioto County Department of Job and Family Services is seeking a qualified and experienced Executive Director to provide administrative leadership and oversight of agency programs, policies, personnel, and daily operations. Under administrative direction, the Executive Director oversees all agency programs and policies and coordinates the daily operations and program functions of all agency units. The successful candidate will demonstrate strong leadership, sound judgment, financial management skills, and the ability to guide organizational priorities while ensuring compliance with applicable laws, rules, and regulations.

Key Responsibilities:

- Oversees all agency functions and has responsibility for maintaining all agency programs and activities; troubleshoots and organizes all agency functions, reviews compliance with agency policies, rules, and regulations; develops, interprets, and implements new and existing state policy, rules, and regulations; reviews agency compliance with Department of Job and Family Services rules and regulations; reviews divisional operations; performs or monitors fiscal duties for the entire agency; monitors allocations to various programs and divisions; forecasts financial recommendations; prepares and monitors agency budgets, prepares agency fiscal records of administration expenditures for various accounts; tracks agency expenditures and trend budgets; performs fiscal administration duties for programs agency-wide; reviews and approves bi-weekly payroll, preparation of position descriptions, personnel actions, and the table of organization; secures all necessary funding; negotiates and approves all purchase service contracts.
- Manages and supervises all assigned employees (e.g., schedules and assigns tasks; interviews job applicants; recommends the hiring of job applicants; recommends discipline; recommends and adjusts pay assignments; evaluates performance; receives and adjusts grievances or employee complaints; approves and recommends the approval of leave requests; attends or participates in meetings in which policy questions are reviewed or discussed; develops and implements policy; recommends policy changes; participates in personnel or labor relations activities; has access to other employees' personnel files; serves as a member of management's collective bargaining negotiating team; prepares or types documents to be used solely in collective bargaining; has unlimited access to financial data used in the payroll and benefit budgeting process; has access to financial data used in monitoring department revenue/income).
- Performs public relations duties, representing entire agency; participates in agency wide public relations program with community and elected officials; gives speeches and presentations on human services issues.



- Attends meetings and serves on committees, as directed; attends training and seminars, as directed.
- Maintains required licensure or certification, if any.
- Meets all job safety requirements and all applicable safety standards that pertain to essential functions.
- Demonstrates regular and predictable attendance.

Qualifications:

- Bachelor's Degree from an accredited college or university with major course work in Social Services or Behavioral, Social or Educational Science or Human Services related field. Possession of a Master's Degree in a Human Services related field preferred.
- Five (5) years of recent work experience within a JFS Department in a leadership capacity involving management, strategic planning and implementation, supervision, training, and employee and labor relations.
- Any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities.

Required License

- Must possess a valid driver's license.
- Must remain insurable under the County's vehicle insurance plan.

Physical Requirements and Work Conditions:

The position is primarily sedentary and involves the use of standard office equipment and computer applications. The Executive Director may encounter emotionally distressed or potentially violent individuals, hazardous situations, animals, and hazardous driving conditions. Emergency situations and operational needs may require occasional physical activities beyond typical sedentary work demands.

Benefits:

- Ohio Public Employees Retirement System (OPERS)
- Health and other supplemental insurance
- Paid vacation, sick leave, holidays, and personal leave

How to Apply

1. Interested candidates should download and complete a job application ([Ohio Civil Service Application.pdf](#)).
2. Submit a resume and cover letter along with the job application above to Heidi Miller at: hmiller@clemansnelson.com.

The County is committed to fair and equitable employment practices. Applicants must be able to perform the essential functions of the position, with or without reasonable accommodation, consistent with applicable law.

Join our team and help lead effective, accountable, and responsive public services for our community.

Scioto County is an equal opportunity employer.