



CIDS

County Information and Data Service

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NOVEMBER 22, 2006

DATES TO REMEMBER

DECEMBER 11, 2006	CCAO BOARD OF TRUSTEES, HYATT REGENCY, COLUMBUS
DECEMBER 10-13, 2006	CCAO/CEAO ANNUAL WINTER CONFERENCE, HYATT REGENCY, COLUMBUS
MARCH 3-7, 2007	NACo LEGISLATIVE CONFERENCE, WASHINGTON HILTON, WASHINGTON, D.C.
MARCH 7, 2006	OHIO CONGRESSIONAL BREAKFAST, RAYBURN HOUSE OFFICE BUILDING - ROOM B-369, WASHINGTON, D.C.
JUNE 10-12, 2007	CCAO/CEAO ANNUAL CONFERENCE, PARK INN TOLEDO (FORMERLY RADISSON HOTEL), LUCAS COUNTY (TOLEDO)
AUGUST 1, 2007	CCAO ANNUAL GOLF OUTING, OAKHAVEN GOLF COURSE, DELAWARE COUNTY (DELAWARE)

ASSOCIATION NEWS

CEBCO BOARD OF DIRECTORS APPROVES AN EMPLOYEE ASSISTANCE PROVIDER FOR THEIR PROGRAM

On Friday, November 17, 2006, the CEBCO Board of Directors approved the selection of Mt. Carmel Health and Wellness for their Employee Assistance Program (EAP) Services. Like all of the other CEBCO products, this service is available as a stand alone. You can choose to just select the EAP benefits.

The true value of an Employee Assistance Program is in the partner you choose to provide your services. With over 25 years experience and 80 EAP contracts covering over 90,000 lives **nationwide**, Mount Carmel has the strength, expertise and flexibility to

make your EAP valuable for your employees and their dependents and beneficial to your county. **The cost of this program is \$23.95 per employee per YEAR.**

Mt. Carmel manages a national network of over 2,500 providers, all of whom have a masters-level education, at least three years' EAP experience, and are credentialed and contracted directly with us. They have experience working with a variety of organizations and businesses, including library systems, health care systems, airlines, manufacturers, government agencies, service providers and school systems. And their program is licensed by the Ohio Department of Insurance, works cooperatively with all major insurance carriers, and is available 24 hours a day, 7 days a week, 365 days a year.

Your customized CEBCO EAP package includes:

- 5 sessions for each employee and his/her dependent
- 4 hours of wellness education per county per year
- 2 critical incident stress debriefings per county per year
- Employee orientation
- Manager orientation
- Monthly newsletter
- Dedicated Account Management Team
- Promotional and planning materials
- Unlimited management consultation
- Quarterly utilization reports
- Work-life benefits
 - ▶ Financial
 - ▶ Legal
 - ▶ Child care
 - ▶ Elder care

For more information regarding the EAP Services or any CEBCO product, please contact any of the CEBCO Team at (888) 757-1904: Wendy Dillingham extension 162, Melissa Bodey extension 152 or Maggie Neely extension 146.

CCAO NOMINATING COMMITTEE REPORT

The CCAO Nominating Committee met on Friday, November 17, 2006. Members present included: Nominating Committee Chair - Bob Corbett, Champaign County Commissioner and CCAO Past President; Ray Feikert, Holmes County Commissioner; Paula Brooks, Franklin County Commissioner; and Ben Nutter, Seneca County Commissioner. Richard Regula, Stark County Commissioner, was unable to attend.

The Nominating Committee adopted the following report:

2007 CCAO OFFICERS

- For President - Olen Jackson, Morrow County Commissioner
- For 1st Vice President - Daniel Troy, Lake County Commissioner
- For 2nd Vice President - Nancy McKeen, Erie County Commissioner
- For Secretary - Paula Brooks, Franklin County

Commissioner
For Treasurer - Frank Hirsch, Ross County
Commissioner

PAST PRESIDENTS WHO HAVE ELECTED TO SERVE ON THE BOARD

Robert Boggs, Ashtabula County Commissioner
Bob Corbett, Champaign County Commissioner
Lenny Eliason, Athens County Commissioner
Mark Forni, Monroe County Commissioner
Patricia Geissman, Medina County Commissioner

FOR TWO-YEAR TERM ON THE BOARD OF TRUSTEES

David Dhume, Madison County Commissioner
Ray Feikert, Holmes County Commissioner
Marcia Phelps, Licking County Commissioner
Gerald Potter, Hardin County Commissioner
Peter Lawson Jones, Cuyahoga County Commissioner
Mark Thomas, Belmont County Commissioner
Mary Walker, Clermont County Commissioner

FOR ONE-YEAR UNEXPIRED TERM

Ben Nutter, Seneca County Commissioner

The Nominating Committee thanks all members who submitted their names for consideration. The nomination process was difficult because of the 28 highly qualified and motivated individuals who expressed interest in serving on the board. The Committee was charged with recommending candidates for eight regular two-year terms.

Finally, the 2007 President will make nine more appointments to the CCAO Board for next year. In the event you previously expressed an interest to the Nominating Committee for a position and were not selected, you need NOT submit your name again. The next president will automatically receive names that were previously submitted. All county commissioners and the Summit County Executive and County Council received a copy of the report this week.

If you have not previously submitted your name, please complete the "Request for a Presidential Appointment" form and questionnaire that were

included with the report and return it by December 1, 2006 to: Kathy Dillon, Office Manager and Boards' Liaison, CCAO, 37 West Broad Street - Suite 650, Columbus, OH 43215-4195, fax (614) 221-6986.

RECOGNITION OF COUNTY COMMISSIONERS & SUMMIT COUNTY COUNCIL MEMBERS NOT RETURNING TO OFFICE

CCAO appreciates the dedication of commissioners and Summit County Council members serving as public officials! County commissioners and council members, who are currently serving and will not be returning to office next term, will be recognized during the CCAO/CEAO Annual Winter Conference to be held on December 10-13, 2006 at the Hyatt Regency Hotel, 350 North High Street, in Columbus.

As a token of CCAO's appreciation for their dedication of time and talents as a leader in county government, a plaque will be presented to you during the CCAO Annual Business Meeting on Tuesday, December 12 at the Hyatt Regency in the Fairfield Room - 2nd Floor. The business meeting starts at 2:00 p.m. and the plaques will be presented around 3:00 p.m. If you are not registered for the conference, you are welcome to attend the Annual Business meeting for the presentation of your plaque - at **no charge**. A photo will be taken of you when your plaque is presented.

Please RSVP your attendance to receive your plaque by December 1, 2006 to Amanda Jones, CCAO Administrative Assistant, (614) 220-7985, (888) 757-1904, fax (614) 221-6986 or ajones@ccao.org.

Please contact Mary Jane Neiman, Public Relations Associate, at (614) 220-7979, (888) 757-1904 or mjneiman@ccao.org if you have any questions. We look forward to seeing you at the conference!

2006 COUNTY SALARY SURVEY RESULTS

The results of the CCAO/OHPELRA/OSU Extension Salary Survey conducted this past fall are now available.

The report was e-mailed on November 17 to individuals who submitted data for the survey as well as to county HR professionals.

Individuals interested in getting a copy of the report may contact Amanda Jones, CCAO Administrative Assistant, at (614) 220-7985, (888) 757-1940 or at ajones@ccao.org.

Kudos to Dr. Tom Archer with OSU Extension for analyzing the data and helping to draft and construct the on-line survey. Thanks to OHPELRA for encouraging county human resources professionals to participate in this collaborative effort.

CCAO/CEAO ANNUAL WINTER CONFERENCE - DECEMBER 10-13

Mark your calendars and plan to attend the 125th CCAO/CEAO Annual Winter Conference and Trade Show to be held December 10-13, 2006 at the Hyatt Regency, 350 North High Street, in Columbus. A copy of the CCAO/CEAO and affiliate agenda is enclosed with this issue of CIDS for county commissioners.

Please note: Anyone attending a meeting during the conference is required to register. County officials or employees registering for meetings only packets must register for each day they are attending. The nominal registration fee defrays the conference expenses incurred by CCAO/CEAO to hold the conference.

SPOUSE/GUEST ACTIVITY

Woodhaven Farm: The Cooking Connection, located in Licking County (Johnstown), will be the destination for spouses/guest registrants on Monday, December 11. The bus will leave on Monday, December 11 at 9:45 a.m. and return around 2:30 p.m. Woodhaven Farm is a participatory gourmet cooking adventure. Attendees who wish to refrain from cooking can hike on the property! Join Chef Tami Cecil for a culinary adventure. For more information about Woodhaven Farm check out www.woodhavenfarm.com.

ANNUAL MEETING & ELECTION OF 2007 OFFICERS

The CCAO Annual Meeting and election of 2007 officers will be held on Tuesday afternoon, December

12 at 2:15 p.m. Commissioners and Summit County Council Members who will not be returning to office will be recognized during the CCAO Annual Business Meeting (See story under Association News). The banquet and installation of officers will be held on Tuesday evening.

HOTEL RESERVATIONS

Please make your reservations (\$135 single/double) directly with the Hyatt Regency, 350 North High Street, Columbus, OH 43215, (888) 421-1442 or <http://columbus.hyatt.com/groupbooking/cmhrccnty2006>. Cut off date: November 17, 2006. If

COUNTY ZONING HANDBOOK CHAPTER REVISED

In an continuing effort to keep CCAO members informed, the staff has been updating and writing additional chapters of the County Commissioners Handbook. First published in 1980 and last published in 1994, the Handbook has grown in volume over the past 26 years. Due to the size and the updating of laws, the Handbook will no longer be published in notebook form. Chapters are updated and published on the CCAO website as they are completed.

The newest chapter to be revised is Chapter 86 - County Zoning, which has been published on our website at www.ccao.org. Click on Publications, then click on County Commissioners Handbook. Please print a copy of this new chapter for insertion into your Handbook notebook.

ORC Chapter 303 authorizes counties to enact zoning in the unincorporated areas of the county. Unlike most other county land use regulations, such as subdivision regulations and building codes, county zoning only becomes effective after a vote of the residents of the unincorporated area of each township. The General Assembly authorized counties to enact zoning in 1947. Although Chapter 86 deals with county zoning, most of the procedural details are identical for township zoning with the exception that the township trustees, not the county commissioners, have ultimate responsibility. The revised chapter includes all of the changes in the zoning law that have been enacted since 1994, when this chapter was last revised including provisions of

the law relating to shooting ranges, manufactured homes, planned unit developments, regulation of oil and gas drilling, and a myriad of other changes that will impact county zoning.

COUNTY COMMISSIONERS RING

In 1986, CCAO authorized the creation of an official county commissioners ring. The ring was designed at the request of current and former county commissioners under the guidance of CCAO. To order a ring, please contact Mike Miller at Miller's Jewelers in Mansfield at (419) 522-2793. It takes about six weeks for delivery of the rings.

CCAO BOARD OF TRUSTEES MINUTES

Minutes from the CCAO Board of Trustees meeting held on September 15, 2006 are enclosed with this issue of CIDS for county commissioners. Meeting minutes are distributed after they are approved by the Board. The next meeting of the Board of Trustees will be held on Monday, December 11, 2006 during the CCAO/CEAO Annual Winter Conference.

2007 COUNTY HOLIDAY SCHEDULE		
HOLIDAY	ACTUAL HOLIDAY	LEGAL HOLIDAY
New Year's Day	January 1	January 1
Martin Luther King Day	January 15	January 15
President's Day	February 22	February 19
Memorial Day	May 30	May 28
Independence Day	July 4	July 4
Labor Day	September 3	September 3
Columbus Day	October 12	October 8
Veteran's Day	November 11	November 12
Thanksgiving Day	November 22	November 22
Christmas Day	December 25	December 25

CCAO SERVICE CORPORATION PROGRAM NEWS

NEW U.S. COMMUNITIES CUSTOMIZABLE APPAREL AND PROMOTIONAL PRODUCTS OFFERING

Office Depot now offers thousands of customizable apparel and promotional products to participating agencies through their pre-existing office and school supplies contract with Los Angeles County. This broad range of items can be decorated with your organization's name, seal, logo, tagline, statement or other text/design.

Examples of products that can be customized include polo shirts, caps, jackets and T-shirts as well as coffee mugs, tote bags, gifts and awards, golf balls and accessories, awareness bracelets, key rings, Post-It Notes, magnets, calendars, stress relievers, writing instruments, and more.

U.S. Communities participating agencies get an additional discount of 10% off all promotional products in the catalog except for golf equipment items (which are 5% off).

For more information about the potential available apparel, please go to http://www.uscommunities.org/product_category/apparel.htm. A complete online catalog with product images is available at <http://promo.officedepot.com>.

To support U.S. Communities participating agencies, Office Depot has customer service agents who are experts with these products available to help place orders and to answer questions. To order please call 1-800-929-4977 or send an email to uscommunities@officedepot.com.

STATE ACTIVITIES

RESIDENTIAL MORTGAGE TRANSACTION RULES FILED

The Ohio Department of Commerce filed new administrative rules on November 17 to help protect Ohioans against unscrupulous residential mortgage

transactions. The rules provide specific guidelines for the implementation of the new Homebuyers' Protection Act (Senate Bill 185). The Act, signed into law by Governor Taft on June 19, 2006, goes into effect on January 1, 2007.

The Homebuyers' Protection Act toughens Ohio's laws to prevent unscrupulous mortgage brokers, loan officers and others from taking advantage of vulnerable consumers. The 25 rules address a range of issues, such as pre-licensing education, continuing education, mortgage broker appraisal misconduct, and restrictions on promises of future refinancing.

The rules were filed electronically with the Joint Committee on Agency Rule Review, Legislative Service Commission, Secretary of State's Office, and the Department of Development's Office of Small Business. The rules can be viewed on the Department of Commerce website at www.com.state.oh.us/dfi and on the Register of Ohio website located at www.registerofohio.state.oh.us.

A public hearing on the rules will be held on Tuesday, December 19 in Columbus at the Division of Financial Institutions, 77 South High Street, 23rd Floor Conference Room at 9:00 a.m.

Prior to beginning the formal process for the adoption of the rules, interested parties submitted comments to the Division. Many of the comments were incorporated into the filed rules. For more information please contact Dennis Ginty at (614) 644-9564 or Denise Lee at (614) 644-7115.

SMOKE FREE OHIO IMPLEMENTATION

Some counties are beginning to inquire about what responsibilities they may have with respect to implementing Issue 5, the initiated statute that bans smoking in public places. The Ohio Department of Health is designated by law to pass rules and enforce the provisions of the Smoke Free law. The initiated statute requires the Ohio Department of Health to provide counties with written information about how to comply with this law within six months of the effective

date. Based on the language of the initiated statute, here are the provisions that we know will apply to counties:

- ▶ **NO SMOKING:** As an employer of a public place/place of employment, counties cannot permit smoking in any “public place or place of employment or places immediately adjacent to locations of ingress or egress”. A “place of employment” is defined as an enclosed area that employees use for work or any other purpose, including but not limited to, offices, meeting rooms, sales, production and storage areas, restrooms, stairways, hallways, warehouses, garages and vehicles. There is no definition about what constitutes “immediately adjacent to locations of ingress or egress.” It also means ensuring that tobacco smoke does not enter public places through entrances, windows, ventilation systems or other means. All ashtrays are to be removed from any area where smoking is prohibited.
- ▶ **NO RETALIATION:** Employers cannot retaliate against an individual for reporting a violation or otherwise performing duties authorized by the statute.
- ▶ **SIGNS:** No smoking signs must be posted in every public place and place of employment where smoking is prohibited. There are size and content requirements for the signs that will likely be further clarified by the Ohio Department of Health.
- ▶ **POTENTIAL PENALTIES:** Employers face a fine of no less than \$100 and no more than \$2,500 for permitting smoking or allowing tobacco smoke to enter public places or places of employment. The first confirmed violation results in a warning letter. After that, the penalties are progressive (the amount will go up based on the number of prior violations). There will be factors identified later that may be considered to decrease or

waive the fines. Fines are doubled for intentional violations.

Enforcement of the Smoke Free law is left to the Ohio Department of Health or its designee. That could mean local health departments. While the measure becomes law on December 7, 2006, the enforcement provisions state that rules need to be developed and information shared with proprietors prior to enforcement. CCAO will share more details as they become available.

NACo ACTIVITIES

2007 ACTS OF CARING AWARD - DEADLINE JANUARY 17

In 2007, the National Association of Counties (NACo) will recognize and promote volunteer programs through the Acts of Caring Awards, a national ceremony honoring community-based, county government initiatives that provide a legacy for the future of our country. The Acts of Caring is part of County Serve America, a long-term project of NACo that is designed to raise public understanding and awareness about county government.

An “act of caring” is a community service provided by a county-sponsored volunteer program that enhances or preserves the quality of life. Any county government that is a member of NACo with an active program that meets the application criteria is eligible to participate in the Acts of Caring awards.

Up to 18 programs will be recognized and deemed examples of outstanding Acts of Caring. Based on county size, as many as three programs will be recognized in each of six categories, including: community improvement, criminal justice/emergency management, elderly services, health/social services, libraries and programs for children and youth. In addition, one Youth Service Award and one Legacy Award for Excellence and Innovation will be given. This year’s competition will feature cash awards for the Youth Service Award (\$1,000) and the Legacy Award for Excellence and Innovation (\$1,500).

Ohio has a successful history of winning an Acts of Caring award. Past winners from Ohio include: Hamilton, Portage (3), Summit (2), Erie, and Lucas. Three years ago, Portage County won the highly coveted Legacy Award.

To download an application, go to www.naco.org and click "awards" on the left menu then follow the prompts. Applications must be received at the following address on or before Friday, **January 19, 2007**: NACo Acts of Caring Awards, c/o NACo, 440 First Street NW, Washington, DC 20001. For more information please contact Tom Goodman, NACo Public Affairs Director, at (202) 942-4222 or tgoodman@naco.org.

2007 NACo LEGISLATIVE CONFERENCE

The National Association of Counties (NACo) Legislative Conference will be held on March 3-7, 2007 at the Hilton Washington & Towers in Washington, D.C. The conference will begin on Saturday and conclude on Wednesday. On-line registration opens on November 27, 2006 at www.naco.org. Click on Conferences & Events.

The Hilton Washington & Towers is the headquarters hotel. Other hotel options include The Churchill Hotel (across the street), the Jury's Normandy Hotel (a few blocks away), Hilton Embassy Row, and the Omni Shoreham Hotel (brisk walks).

Mark your calendars for the Ohio Congressional Delegation Breakfast to be held on Wednesday March 7, 2007. More information will be published when the location is confirmed.

If you have any questions about the conference please contact Mary Jane Neiman, CCAO Public Relations Associate, at (614) 220-7979, (888) 757-1904 or mjneiman@ccao.org.

CLASSIFIEDS

POLICY ANALYST

The County Commissioners Association of Ohio seeks a full-time Policy Analyst, with a focus on policy advocacy and an emphasis on data analysis, newsletter writing, and general research.

The policy analyst helps develop and advocates CCAO policy positions with legislators, executives, and other organizations with like interests and goals. Research assigned policy areas and conduct data analysis using spreadsheets and other programs to convey information. Provide training and education outreach to Ohio's counties, which includes some travel. Write weekly newsletter on policy matters. Establish relationships with legislators, elected officials, and administrators at state level and other organizations.

Bachelor Degree in Liberal Arts or Social Science or related field. 2-3 years experience in county or state government or legislature preferred; or equivalent combination of education and experience sufficient to demonstrate necessary knowledge, skills and abilities.

The Policy Analyst will serve with 4 other team members who advocate the Association's policy positions and provide support to member counties, including responding to inquiries, analyzing data, and giving presentations.

Competitive salary and benefit program. Positive, team-oriented downtown Columbus office. Send resume and salary requirements to Kathy Dillon, CCAO 37 W. Broad Street, Suite 650; Columbus, OH 43215 or e-mail to ccaopa@ccao.org. Resumes accepted through **December 1, 2006**. No phone calls please.

ASSISTANT DIRECTOR

Applications are being accepted until **4:30 p.m. on December 1, 2006**, for the position of Assistant Director at the Wood County Child Support Enforcement Agency.

Ideal candidates will possess a Juris Doctorate licensed to practice in the state of Ohio supplemented by three years experience that includes supervisory and related administrative work. Equivalent experience will be considered. Position requires a valid Ohio driver's license or transportation as needed to meet agency needs for court appearances, training, and public relations purposes.

This position is full-time and directs the activities of the legal division of the agency, supervises and assists with all court activities for the agency, and conducts administrative hearings. The position also assumes the responsibilities of the Director in his/her absents.

Salary: Pay Grade 13 -- \$51,938.78 Minimum (FLSA Professional Exemption)

Please respond with a letter of interest, resume and Wood County Application.

Position information and applications are available at the Wood County CSEA 1940 East Gypsy Lane Road, Bowling Green, Ohio 43402 or by visiting the County's website at www.co.wood.oh.us. EOE.

DEPUTY DIRECTOR

Ashtabula County Department of Job and Family Services is seeking qualified applicants for the position of Deputy Director. Candidates will have completed a minimum of undergraduate course work in Business Administration, Public Administration, Finance/Accounting, Human Services or related field. MPA, MBA or MSW with management experience is desirable. Government and non profit experience essential, with a strong background in budgeting and fiscal management. Candidate will have at least five years of management experience, including fiscal oversight and program administration, laws, rules, and regulations interpretation and enforcement. At least two years should be in direct oversight of subordinate staff. This position reports to and represents the Executive Director of ACDJFS and the Ashtabula County Commissioners, and is actively engaged in community leadership. Salary based on qualifications and is negotiable. Send resume to: Human Resources, Ashtabula County Department of

Job and Family Services, 2924 Donahoe Drive, Ashtabula, Ohio 44004. EEO, DFW

DIRECTOR

The Crawford County Commissioners are seeking qualified candidates for the position of Director of Job & Family Services. This position will oversee all agency functions, which includes Children Services, Child Support, workforce Development, Public Assistance and other appropriate services. Other duties include, but not limited to, maintaining all agency programs and activities, determining staffing requirements and organization structures, overseeing fiscal duties for the agency including budget preparation, state allocations, grants, and outside revenue sources. Must conduct and attend meetings, training sessions, perform public relations duties representing the Agency and the County Commissioners throughout the community and at the state level.

Qualifications: Master's or Bachelor's Degree in a business-related field; experience working for or with the Department of Job & Family Services and/or related agencies; experience supervising and managing multiple departments and related budgets. The candidate must also possess strong interpersonal skills and the ability to motivate others; must have the ability to build relationships with employees and supervisors and maintain confidentiality; be able to work with employees, Elected Officials, community and business leaders and clients, and must be able to track the success of various programs. County residency is preferred within a period of time negotiated with the Board of Commissioners. Salary is negotiable and will be based on education and experience.

Please respond with a letter of interest and resume to: Crawford County Commissioners, 112 E. Mansfield St., Suite 304, Bucyrus, Ohio 44820 by **4:30 p.m. December 8, 2006**. EOE.

ADMINISTRATOR/SUPERVISOR

Defiance County Dept of Job and Family Services is looking for an Administrator/Supervisor who is a motivated individual who has excellent communication, leadership and collaborator skills. The successful candidate must demonstrate their ability to effectively supervise and administer a small children service/social service unit. Qualifications include: (1) a bachelors degree in human services-related studies, or (2) a bachelor's degree in any field and have been employed for at least two years in a human services occupation. Candidates will possess a minimum of 2 years supervisory experience. Preference will be given to those applicants currently employed in children services, and/or who possess credentials above the minimum. Salary range \$40,095.00 to \$55,595.00. Beginning salary is negotiable based upon experience and credentials. Resumes with a cover letter stating how you are the best candidate for the position should be sent to Defiance County DJFS at 06879 Evansport Road, Defiance, OH 43512 attention Gloria no later than **12:00 pm on December 31, 2006**. EOE.

WATER MONITORING DIVISION MANAGER

The Portage County Water Resources Department is accepting applications for a Water Monitoring Division Manager. Responsibilities include supervising, scheduling, and assigning work of lab employees, Water Superintendent, and Water Operators; Overseeing, coordinating, and directing all water and laboratory areas, certification, and quality control; direct water team TQM; Directing field monitoring and checking sampling programs; coordinating and directing record keeping programs, computer programs, EPA/government agency report preparation and submittals; assisting wastewater personnel in technical studies, projects, pretreatment, and process control; overseeing and assisting in the long term development of PCWR water systems; filing of EPA reports, internal violation reports, compliance forms, logs, and other materials as required.

Minimum qualifications: Bachelor's degree in engineering, natural science, or related field and three years of supervisory experience in water and/or wastewater systems including experience and/or extensive knowledge in laboratory procedures. Possession of an Ohio Class III Water Operator License and/or professional engineering license is desirable. Must have a valid Ohio Driver's license and maintain continuing eligibility under the existing County driver eligibility standards. Salary range: \$50,482 - \$71,323.

Submit completed County application form with cover letter by **December 1, 2006** to: Portage County Human Resources, 449 S. Meridian St., 6th Fl., Ravenna, OH 44266. EOE.

County job applications may be downloaded at www.co.portage.oh.us. Click on the County Job Openings link.

ECONOMIC DEVELOPMENT DIRECTOR

The Portage County Commissioners are accepting applications for Economic Development Director. The position is responsible for directing activities of the Portage County Office of Economic Development to promote, encourage and expand capital investment and job creation in Portage County by both new and existing businesses and industries. Serves as primary point of contact for businesses and business professionals seeking information regarding Portage County and its business environment and business resources. Identifies existing business needs and develops programs to assist in meeting those needs. Assists Portage County communities accomplish their economic development objectives. Represents Portage County's economic development interests at the local, regional and state level. Enhances the competitive position of Portage County through education and training of its labor force, improving its infrastructure and overall improvement of its business climate. Manages the Portage County Enterprise Zone Program. Supervises employee, markets Portage County as a

good business location through advertising in the appropriate media and trade shows.

Minimum qualifications: Bachelor's degree in business administration, public administration, accounting, finance or related field from an accredited college or university and five years of experience in economic development. A master of business administration and five years of experience in economic development is preferred. An equivalent combination of education and experience may be substituted for the degree at the rate of two years of experience for each year of education. Salary range: \$50,482 – \$71,323.

Submit completed County application form with cover letter by **December 1, 2006** to: Portage County Human Resources, 449 S. Meridian St., 6th Fl., Ravenna, OH 44266. EOE.

County job applications may be downloaded at www.co.portage.oh.us. Click on the County Job Openings link.

DIRECTOR

The Board of Commissioners of Gallia County is seeking qualified applicants for the position of Gallia County Job and Family Services Director. 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, which includes child support, workforce development, public assistance, and other appropriate services. The Director will work closely with the Board in planning, budgeting, implementing, and monitoring the agency's objectives and fiscal responsibilities. A detailed position description will be provided to each applicant selected for an interview.

Minimum qualifications include completion of undergraduate major core coursework in one of the following or a related field: business administration, public administration, human services, human resources, psychology, sociology, social work, education or finance. Also requires an additional five years of administrative/managerial experience to include responsibility for managing the fiscal aspects

of an organization, agency, program or operation area, and assisting in developing and implementing policies, programs, laws, rules and/or regulations. At least two of the five years must have been as a supervisor over subordinate staff and/or contractors.

Or requires three courses or eighteen months of experience in business administration and/or public administration, one course or six months of experience in accounting or finance, two courses or twelve months of experience in social welfare, one course or six months of experience in human resources management, and one course or six months experience in written communication for business. Also requires five years of administrative/managerial experience to include responsibility for managing the fiscal aspects of an organization, agency, program, or operational area and assisting in developing and implementing policies, programs, laws, rules and/or regulations. At least two of the five years must have been 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.

Applicants may apply by submitting a cover letter detailing salary history, a current résumé, a list of three professional references, and the applicant's qualifications as they relate to the specified minimum qualifications to Gallia County Board of Commissioners, 18 Locust Street, Room 1292, Gallipolis, OH 45631-1292, Attn: Karen Sprague, Administrator. Deadline for submitting the above information is at the close of business **December 6, 2006**.

CLASSIFIED ADS

CCAO publishes the County Information and Data Service (CIDS) weekly. Classified ads will be published free of charge as a service to counties. Ads will run for two weeks if space is available. Please provide faxed or e-mailed copy of the classified ad by 5:00 p.m. on Wednesday of each week. Transmit the copy to Mary Jane Neiman, CCAO Public Relations Associate, via fax at (614) 221-6986 or e-mail mjneiman@ccao.org.

