

POSITION  DESCRIPTION	OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES	Updated February 2021
		AGENCY Madison County Job & Family Services
		DIVISION OR INSTITUTION Dept. of Job & Family Services
		UNIT OR OFFICE Administration

POSITION CONTROL NUMBER 10000.0  CLASS TITLE County JFS Administrator/Director - Unclassified  CLASS NUMBER 80112	<input type="checkbox"/> State Agency <input checked="" type="checkbox"/> County Agency    New Position <input checked="" type="checkbox"/> Change		County of Employment Madison	
	USUAL WORKING TITLE OF POSITION County JFS Administrator/Director - Unclassified		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR Madison County Commissioners	
	NORMAL WORKING HOURS (Explain unusual or rotating shift) 8:00 a.m. to 4:00 p.m.			
	JOB DESCRIPTION AND WORKER CHARACTERISTICS			
	%	Job Duties in Order of Importance	Minimum Acceptable Characteristics	
	70	Under administrative direction from the Board of County Commissioners (BOCC) and the Ohio Department of Job and Family Services (ODJFS), directs and supervises the operations and personnel of the county job and family services agency, composed of four (4) major programmatic divisions (Children & Adult Protective Services, Public Assistance, Child Support, and Workforce Development). Under administrative direction from the Board of County Commissioners (BOCC), directs and supervises the operations and personnel of the county Department of Family & Children, composed of Family Services, Prevention Services, Early Head Start, Help Me Grow and Early Intervention. Develops, implements, and monitors all agency policies and procedures to ensure operations comply with federal and state guidelines. Develops, implements, and monitors programs, activities, plans, and budgets. Ensures programmatic and fiscal compliance with governing rules and regulations. Responsible for developing, negotiating, and implementing service contracts, subgrant agreements, and memorandums of understanding. Writes and disseminates policies, plans, and reports.	<b>Knowledge of:</b> (1) Office practices and procedures, (Government Structure and Process; (2) Personnel/Administrative practices & procedures; (3) Supervisory practices; (4) Interviewing principles; (5) ADA/Civil Rights policy & procedures; (6) Training and Development; (7) Contracts and negotiations; (8) Local, State and Federal laws, rules and regulations concerning employment practices; (9) Budgeting; <b>Skills in:</b> (1s) Training; (2s) Interviewing (3s) Supervising; (4s) Computer skills; <b>Ability to:</b> (1a) Supervise, delegate and monitor the work of Supervisors; (2a) Define/handle problems; (3a) Supervise/Discipline/Counsel employees; (4a) Interpret policy/procedure; (5a) Interview/select new employees; (6a) Monitor agency Budget.	
	15	Assigns and directs the work of supervisors and provides indirect supervision to all agency employees. Directs preparation of personnel procedures (i.e. position descriptions, personnel actions, and table of organization). Determines the need for staff, interviews applicants and makes recommendations to the county commissioners for the hiring of new employees and initiates actions of terminations. Develops personnel policies and procedures for agency. Handles personnel problems and disciplinary problems in compliance with agency procedures, and county policies. Counsels personnel, conducts staff meetings, and provides training and staff development.	Knowledge of: (1), (2), (3), (4), (5), (6), (7), (8), (9); Skills in: (1s), (2s), (3s), (4s); Ability to: (1a), (2a), (3a), (4a), (5a), (6a)	
	15	Establishes and maintains public relations with state department, county officials, associations, and general public. Represents agency at state and local meetings, conferences, and trainings. Convenes advisory committee meetings. Receives and responds to and/or resolves complaints from citizens and stakeholders. Prepares presentations for BOCC, community partners, various committees, and as requested.	Knowledge of: (1), (2), (3), (4), (5), (6), (7), (8), (9); Skills in: (1s), (2s), (3s), (4s); Ability to: (1a), (2a), (3a), (4a), (5a), (6a)	
	List Position Numbers and Class Titles of Positions Directly Supervised: 12002.0 Business Administrator    34007.0 Social Service Supervisor 1 10002.0 Administrative Assistant    23002.0 Eligibility/Ref. Supervisor 2 32007.0 Program Administrator    24009.0 Case Manager/Inv. Supervisor 1		SIGNATURE OF AGENCY REPRESENTATIVE  Lori Dodge-Dorsey, Director	DATE