

CLINTON COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES

POSITION DESCRIPTION

Please submit resume, cover letter and three references to: fawley.valorie@clintoncountyohio.us

Date Posted: March 11, 2020 (Job will remain posted until filled)

Position Title: Director Job and Family Services

Reports to: Board of County Commissioners

FLSA Status: Exempt

Employment Status: Full Time/Unclassified

Minimum Characteristics: Minimum of a bachelor's degree in social sciences or a related field, and at least ten years experience in management and supervision of Job and Family Services programs and policies, demonstrated leadership skills, excellent writing and speaking skills and the ability to synthesize a variety of issues, tasks, and information. Knowledge and experience in government programs, funding, and reporting.

Job Duties:

Under the administrative direction of the Board of County Commissioners; this position leads and manages all operations and personnel of Clinton County Job and Family Services including the Family Services Unit, Child Protection Unit, Child Support Unit, and the Workforce Innovation and Opportunities Act through OhioMeansJobs.

Develops, implements, and monitors all agency policies and procedures to ensure operations comply with federal and state guidelines also inclusive of programs, activities, plans, and budgets. Ensures programmatic and fiscal compliance with federal and state governing rules, regulations and policies. Responsible for developing, negotiating, and implementing services contracts, subgrant agreements, and, memorandums of understanding. Writes and disseminates, policies, plans and reports.

Responsible for yearly agency reports and monitors timelines and due dates. Coordinates those responsible for completion, distribution, implementation, and training of these reports and accompanying policies. Seeks, participates in, and develops grant opportunities for agency programs when available.

Directs preparation of personnel procedures (position descriptions, personnel actions, and table of organization). Reviews and signs biweekly payrolls. Recruits, interviews, and selects for employment and conducts exit interviews when necessary. Develops personnel policies and procedures for agency. Handles personnel problems and disciplinary problems in compliance with agency procedures, and county policies. Counsels and mentors' personnel, conducts staff meetings, and provides training, staff development and ensures ongoing adequate training opportunities.

Establishes and maintains public relations with state department, county officials, associations, and general public. Represents agency at state and local meetings, conferences, and trainings and communicates information received with staff and management team. Receives and responds to and/or resolves complaints from citizens and stakeholders. Prepares presentations for BOCC, community partners, various committees, and as requested.

Determines strategies for agency public relations when necessary and coordinates staff participation for these efforts. Assures community support strategies take place for sustainable revenue for the care/safety of county children. Maintains positive relationships with community partners for the best interests of county citizens.

Performs other duties as assigned.

Maintains confidentiality of case and agency information. Complies with agency personnel policies and procedures. Demonstrates regular and predictable attendance. Must have a Valid Ohio Drivers' License.

Clinton County is an Equal Opportunity Employer. This job description is not intended to be all inclusive and may be changed at any time with or without notice. It is not a contract of employment, express or implied. Job responsibilities may include other responsibilities as assigned by immediate supervisor, Department Head or Elected Official.