



DIRECTOR

Hardin County Department of Job & Family Services

Kenton, Ohio

821 CONSULTING LLC is pleased to partner with the Board of Commissioners for Hardin County, Ohio to recruit their next Job & Family Services Director.

BACKGROUND

Hardin County Job & Family Services (HCJFS), located in Kenton, Ohio, is committed to enhancing the well-being of children, families, and individuals throughout the community by providing a full range of public assistance, workforce development, and protective services.

Operating under the umbrella of the Ohio Department of Job and Family Services, HCJFS administers vital programs such as Medicaid, Supplemental Nutrition Assistance Program (SNAP), and Ohio Works First (cash assistance), while also overseeing child care services, child and adult protective services, and employment support. The agency serves as the local connection between state-administered resources and the unique needs of Hardin County's approximately 30,700 residents. With its rural setting and close-knit community, the agency plays a critical role in promoting family stability, economic self-sufficiency, and child safety through collaboration with families, employers, and community stakeholders.

The next leader of Hardin County JFS will be entrusted with guiding a dedicated team in delivering essential services, strengthening community partnerships, and ensuring that programs remain responsive, effective, and aligned with both state requirements and the specific challenges faced by residents in a rural county.

DETAILS ABOUT THE DIRECTOR POSITION

The Director is appointed by and reports to the Hardin County Board of Commissioners. The Director coordinates and carries out all necessary administrative and management activities relating to Hardin County Department of Job & Family Services (HCJFS).

In Hardin County, the Director of Job & Family Services is appointed by the Board of County Commissioners, as required under Ohio law. According to **Section 329.01 of the Ohio Revised Code**, each county department of job and family services must have a director appointed by the board, bonded for faithful performance and supported by necessary staff and assistants. Under **Section 329.02**, the director operates under the control and direction of the Board of Commissioners, carrying full responsibility for the department's operations.



The director is also responsible for preparing the department’s annual budget—considering recommendations from the county family services planning committee—and submitting that budget to the board.

Further, Ohio Revised Code **Chapter 5101** reinforces the director’s authority by recognizing the position as the **executive head** of the county agency. It empowers the director to oversee all departmental units, establish work units, appoint and manage staff, and adopt operational rules and protocols.

The Director for HCJFS will be responsible to work at the HCJFS offices located at 175 W. Franklin Street, Suite #150, Kenton, Ohio, 43326, when not traveling for HCJFS business. The position requires 25-30% travel out of County (*primarily in-state travel with some overnights required; minimal out of state travel required*).

EXAMPLES OF IMPORTANT FUNCTIONS:

- **Leadership & Oversight:** Serves as the executive head of the agency, with full responsibility for the administration and direction of all Job & Family Services programs.
- **Board Appointment & Accountability:** Appointed by and accountable to the Board of County Commissioners; prepares and submits the department’s annual budget for Board approval.
- **Program Administration:** Oversees the delivery of state- and federally mandated programs, including public assistance (Medicaid, SNAP, TANF/Ohio Works First), child care, workforce development, child protective services, and adult protective services.
- **Personnel Management:** Appoints, directs, evaluates, and manages staff; establishes organizational structure and work units to ensure effective program delivery.
- **Policy & Compliance:** Implements policies consistent with the Ohio Revised Code, Ohio Administrative Code, and federal regulations; ensures compliance with state and federal mandates, audits, and reporting requirements.
- **Fiscal Stewardship:** Develops, monitors, and manages the agency’s operating budget; ensures appropriate use of public funds and compliance with state/federal funding guidelines.
- **Community & Interagency Collaboration:** Builds strong partnerships with community organizations, courts, law enforcement, schools, employers, and state agencies to coordinate services and enhance outcomes.
- **Family & Child Welfare Leadership:** Directs child welfare services, ensuring the protection of children and promoting permanency through reunification, foster care, or adoption as appropriate.
- **Workforce Development:** Provides leadership for local OhioMeansJobs services, supporting employment, training, and self-sufficiency initiatives for residents.



- **Strategic Planning & Innovation:** Identifies local needs, develops strategies, and implements innovative solutions to address economic and social challenges unique to the county.
- **Crisis & Risk Management:** Responds to emergencies such as child abuse/neglect cases, public health crises, or natural disasters, ensuring continuity of essential services.
- **Public Representation:** Serves as the face of the agency to the community, media, and state officials; communicates the agency's mission, goals, and outcomes.

DEMONSTRATED ABILITY TO:

- Lead a complex human services organization with clarity, accountability, and vision.
- Build, motivate, and retain a high-performing workforce while fostering a culture of service, trust, and respect.
- Translate statutory mandates and Board priorities into actionable strategies and measurable outcomes.
- Manage multimillion-dollar budget with fiscal responsibility, transparency, and compliance to state and federal guidelines.
- Navigate and influence relationships with Boards of Commissioners, courts, state agencies, and community stakeholders.
- Make data-informed decisions and establish performance metrics that drive continuous quality improvement.
- Communicate effectively across diverse audiences, from state officials and community partners to frontline staff and the general public.
- Handle sensitive and high-stakes situations with sound judgment, diplomacy, and ethical integrity.
- Champion child and family well-being through best practices in child welfare, protective services, and workforce development.
- Drive innovation and problem-solving tailored to the needs of a rural community.

EDUCATION

- Bachelor's degree required; advanced degree in public administration, social work, law, or related field preferred

EXPERIENCE

- Demonstrated success leading multi-program public agencies or complex nonprofits required.
- Experience with child welfare and/or public assistance strongly preferred
- Knowledge of Ohio's JFS systems, funding streams, and regulatory environment (or comparable) strongly preferred.



- Experience working for a board is preferred.
- Progressive leadership in human services, public administration, or related field preferred.

LEADERSHIP COMPETENCIES

- Strategic systems thinker with operational discipline
- People developer and culture builder who leads with clarity and empathy
- Data-literate decision-maker; comfortable with dashboards, audits, and metrics
- Skilled collaborator and communicator across diverse stakeholders
- Resilient, steady leader under pressure; sound judgment in high-stakes situations

COMPENSATION

Hardin County offers a highly competitive compensation package for this executive leadership role. The salary will be commensurate with experience and qualifications. In addition, the County provides a robust benefits package consistent with Ohio public employment standards, including:

- **Generous Paid Time Off:** Vacation, sick leave, and holiday benefits as outlined in the Ohio Revised Code and county personnel policies.
- **Retirement Security:** Participation in the **Ohio Public Employees Retirement System (OPERS)**, one of the nation's most stable and respected public pension programs.
- **Comprehensive Health Insurance:** Access to excellent medical, dental, and vision coverage for employees and eligible dependents, with affordable employee contribution rates.
- **Additional Benefits:** Life insurance, employee assistance programs, and other benefits that support work-life balance and long-term well-being.

This combination of salary, benefits, and retirement contributions reflects the County's commitment to attracting and retaining exceptional leadership talent in public service.

HOW TO APPLY AND SUBMIT QUESTIONS

The Hardin County Board of Commissioners invites qualified candidates to submit a complete candidate packet to include: a confidential cover letter and professional resume with descriptions of past work experience to 821 Consulting LLC. The deadline for submission of the candidate packet is close of business on **Friday, September 19, 2025**.

The candidate packet must be submitted in a **consolidated PDF format** to Valarie Nash from 821 Consulting LLC at vdominicknash@gmail.com. Please include **Director, HCJFS** in the email subject line. Questions about this opportunity may also be submitted to this email address. Candidate packets submitted to any person or email



account other than this, and/or after the stated deadline may not be considered.

Hardin County is an Equal Opportunity Employer. Hardin County considers all qualified applicants without regard to race, color, religion, sex (including pregnancy, sexual orientation, and gender identity), national origin, age, disability, genetic information, military status, or other protected class. Reasonable accommodations are available upon request.



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