



## Notice of Vacancy

### Stark County Job & Family Services

#### **Program Administrator, Administrative Support Services**

##### **SUMMARY**

Assists the Deputy Director, Human Resources & Support Services, and the Executive Director in the administrative duties of the Agency.

##### **ESSENTIAL FUNCTIONS AND RESPONSIBILITIES** (The functions listed below are intended to depict general job assignments, abilities and responsibilities required of this position. Other duties as assigned.)

Responsible for overall facilities maintenance. Supervises maintenance supervisor. Establishes standards and procedures for work maintenance staff. Manage Agency leases and interact with landlords regarding facility maintenance and upkeep.

Administers all aspects of Agency safety. Develops and coordinates the delivery of safety training classes. Serves as the Chair of the Agency's Safety Committee. Oversees the development and implementation of improvements in safety and ergonomic procedures, and makes recommendations to the Safety Committee and Executive Team. Plans and implements safety policies and procedures in compliance with local, state and federal rules and regulations. Supervises and administers the Security Company providing security for buildings. Assures safety needs are addressed.

Administers Human Resources services program, including but not limited to organizational and space planning, policy development and documentation, employee relations, labor relations/contract administration, compensation and benefits. Acts as Agency Civil Rights Coordinator and LEP Administrator.

Conducts need analysis studies and confers with Executive Team to determine Agency-wide training needs. Coordinates training programs with divisional training departments. (i.e., leadership/management training, customer service issues, etc.)

Reviews customer complaints and addresses needs within the Agency. Receives investigations and responds to complaints.

Responsible to manage Agency Records Retention Program and Public Records Requests.

Manage Agency inventory. Utilize agency procurement policy to purchase furniture and equipment for facilities.

Responsible for the administration and management of the mail room and print shop.

Other duties as assigned.

**SUPERVISORY RESPONSIBILITIES:**

Directly manages subordinate supervisor(s) who supervise employees in the Support Services division and non-supervisory employees. Is responsible for the overall direction, coordination, and evaluation of these units. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**QUALIFICATION REQUIREMENTS:**

*To perform this job satisfactorily, the employee must be able to perform each essential duty satisfactorily. The requirements below are representative of the knowledge, skill and ability required. Reasonable accommodations may be made for individuals with disabilities.*

**EDUCATION AND/OR EXPERIENCE:**

Bachelor's degree from four-year college or university with 2-5 years of supervisory experience required. Master's degree preferred.

To apply, please access the agency's website at [www.starkjfs.org](http://www.starkjfs.org) An online application can be found under the Careers link. Applicants have the ability to upload a letter of interest and current resume.

We are an equal opportunity employer that does not discriminate based upon sex, race, creed, color, age, national origin or disability. Applicants may request reasonable accommodations to participate in the interview process.

**NO PHONE CALLS WILL BE ACCEPTED**