

Administrative Assistant 3

Franklin County Children Services is seeking a highly motivated individual who reports directly to the Director of Data Management (DM) and aids with overseeing the activities and planning of regional DM units across the various FCCS locations. Employee coordinates, supervises and brings continuous improvements to the DM Department; works collaboratively with various departments throughout the agency to ensure effective data management and support services that meets customers' needs. Employee must demonstrate strong leadership and competence throughout all aspects of job duties while directing staff responsible for various DM functions.

Ensures effective management of the workflow and productivity within the Data Management Department; identifying, developing, and implementing new processes to impact effectiveness and making adjustments as needed; leading staff in effective implementation of new processes and/or unit changes, monitoring staff performance and unit workloads for timeliness and quality of work product; providing development opportunities; transmitting decisions and directives; produces statistics and reports as assigned; creating and updating policies/procedures and maintaining/assisting with the creation of the DM Handbook and Desk Manual.

Advantages of Working at Franklin County Children Services:

- Health Care Benefits - Medical/Dental/Vision/RX/Mental Health/EAP
- Life Insurance Plans
- 10 Paid Holidays, 5 Personal Days and 2 Weeks' Vacation after your first year!
- We contribute 8.5% of your OPERS contribution
- Tuition Reimbursement
- College loan repayment and Perkins Loan Deferment/Pay-Off
- Longevity Pay/Length of Service Pay
- Opportunities for Advancement!

Qualifications:

- The preferred candidate will be a high school graduate with a minimum of one year of clerical experience or the equivalent and have a typing speed of 25 wpm.
- Basic knowledge of Microsoft Office; excellent verbal communication, problem-solving and customer service skills are required. Excellent organizational and writing skills; respect for cultural diversity and a demonstrated commitment to cultural sensitivity are expected.
- All positions are subject to a criminal background, fingerprinting, employment verification, and motor vehicle report check. Also, all offers of employment are contingent on receipt of a negative pre-employment drug test.

How Do I Apply?

Please send resume and cover letter to fccshr@fccs.us.

You can view a complete position description and get additional details about openings on our website at <http://childrenservices.franklincountyohio.gov/about/employment.cfm>