

**BUTLER COUNTY COMMISSIONERS PERSONNEL OFFICE  
ANNOUNCEMENT OF VACANCY**

**Posting Date:** 04/20/2021

**Response Deadline:** 04/30/2021  
*or until the position is filled*

<b>Agency:</b> Butler County Commissioners	<b>Job Title:</b> Executive Director of Job and Family Services/Children Services/Workforce Development and CSEA
<b>Classified</b> <input type="checkbox"/> <b>Unclassified</b> <input checked="" type="checkbox"/>	<b>Bargaining Unit</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Overtime Exempt</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<b>Salary:</b> \$84,219.20 - \$124,800
<b>Work Location:</b> 315 High Street Hamilton Ohio 45011	<b>Hours of Work:</b> M-F, 8:00 am –5:00 pm

**ESSENTIAL FUNCTIONS:**

Oversees, manages and directs Job and Family Services, Children Services, Workforce Development and the Child Support Enforcement agencies.

Reports to and works closely with the County Administrator on strategic initiatives and programs that impact the triple-combined agencies or Child Support Enforcement Agency.

Serves as fiscal agent over triple-combined agencies and Child Support Enforcement Agency; oversees preparation and submission of agencies fiscal plans and budgets; monitors expenditures of agencies funds; oversees preparation and submission of grant applications; and serves as the Butler County official responsible for representing the County in agency audits and negotiations with federal and state representatives.

Develops, creates, implements and monitors policies and procedures that are compliant with all State and Federal laws and regulations regarding agency programs.

Leads management teams to design, develop, promote and implement programs and services that meet State and Federal rules and regulations; and achieves Board of Commissioners objectives to provide quality services, programs and subsidies to qualified recipients in need.

Serves as the County and the agencies representative before public interest groups, local, state and federal officials and others; and explains, promotes and strategically positions the agencies and their programs in furtherance of County policies and goals.

Initiates and maintains contact with schools, employers, and other social service entities in order to promote inter-agency cooperation; identifies opportunities for enhanced efficiency, innovation and effectiveness in agencies programs; and carries out agencies goals and objectives by maintaining communication with collaborative partners including, the Ohio Bureau of Employment Services, Butler County Commissioners and colleagues in other counties.

Provides administrative direction, oversight and guidance to the Director of Children Services, Assistant Directors of JFS and CSEA and CSEA Chief Legal counsel. Also provides oversight and indirect supervision of all agencies employees.

Regularly reviews, develops and implements CSEA procedures and practices to ensure compliance with the Ohio Administrative Code and attends CSEA leadership meetings as schedule permits.

Oversees, monitors, evaluates agencies performance, and establishes performance measures to evaluate and track the quantity of provided services and quality of customer services provided to the public.

Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

### **REQUIRED QUALIFICATIONS:**

- Completion of Bachelor's Degree in one of the following or a related field: business administration, public administration, human services, human resources, psychology, sociology, social work, education or finance. Masters degree preferred.
- Five (5) years management/administrative experience with like public assistance, child protection, workforce development and/or Child Support Enforcement agencies.
- Any combination of education, training and/experience equivalent to the above minimum qualifications.

**SELECTION PROCEDURE:** Resumes and Interviews

### **SUBMIT COVER LETTER AND RESUME TO:**

Butler County Commissioners Personnel Office  
315 High Street, Suite 640  
Hamilton, OH 45011  
or by email to: [resumes@bcOhio.us](mailto:resumes@bcOhio.us)  
(Please indicate Job Title in subject line.)

**BUTLER COUNTY WILL CONSIDER INTERNAL APPLICANTS PRIOR TO EXTERNAL APPLICANTS**

Pursuant to the Americans with Disability Act of 1993, Butler County will consider all qualified applicants for employment, including persons with disabilities. The applicant must be able to perform the essential functions of this job with or without reasonable accommodation. Upon the request of any qualified applicant, this office will evaluate any reasonable accommodation that may be needed to enable a disabled person to participate in the application process or perform these essential duties.

**AN EQUAL OPPORTUNITY EMPLOYER**