

CSEA Program Administrator Vacancy (Full-Time)

Unclassified, FLSA Administrative Exemption

Wood County Department of Job & Family Services

Starting Salary is \$34.60-41.52

Excellent Benefit Package

DUTIES:

Oversees administration of the Child Support Enforcement Unit; provides strategic leadership in directing, planning, assigning, coordinating, monitoring, and supervising all functions of the unit including the monitoring of the IV-D contracts with other Wood County entities, ensuring compliance with rules, regulations, and policies.

Plans projects and programs related to the unit; develops, plans, and implements unit goals and objectives through manager and supervisors.

Manages and supervises assigned staff; plans and organizes workloads and staff assignments; interviews, recommends for hire, trains; motivates support staff, evaluates assigned staff and administers initial states of discipline i.e., verbal; reviews and standardizes work procedures; resolves employee concerns and problems; approves timesheets and requests for leave.

Develops, implements and monitors budget; initiates recommendations to management; recommends new and revised programs and unit goals; submits periodic reports to management.

Develops, implements, and monitors policies and procedures; implements applicable federal, state, and local standards, guidelines, and regulations to ensure department compliance.

Coordinates unit activities with other departmental units.

Represents the unit while interacting with other community representatives; serves as the liaison with the courts, federal, state and county child support agencies and associations; maintains a high degree of cooperation with representatives.

Conducts staff meetings; attends district and state trainings and workshops; may serve on agency boards or committees; attends meetings and court hearings.

MINIMUM QUALIFICATIONS

Bachelor's degree in Criminal Justice, Human Services or closely related field supplemented by a minimum of five years' experience in one of these fields including at least two years of supervisory experience which includes training, assessing, and evaluating or any equivalent combination of education, and experience that provides the requisite knowledge, skills, and abilities for this job. Valid driver's license required.

Send completed Wood County application and resume to CSEA PROGRAM ADMIN, P.O. BOX 679, Bowling Green, Ohio 43402 or email to jfs@woodcountyohio.gov. Applications must be received by 4:00 p.m. on Thursday, January 25, 2024.**

AN EQUAL OPPORTUNITY EMPLOYER

****applications can be downloaded at <https://www.co.wood.oh.us/commissioners/employment/default.html>**