Title: FCFC Director

Reports To: FCFC Council

Scheduled Days: As per employment contract

FLSA Status: Exempt

Salary Range: $60,000-$75,000

Job Summary: As a member of the NCOESC leadership team, directs the administration of the Seneca County Family and Children First Council and for implementing policies and programs as determined by the Council, responsible for planning, organizing, and conducting daily business of the Council, work is performed independently under the direction of the Council President and within the standards established by the Council.

Primary Duties:

- Collaborates with Council members and community partners to maintain and develop needed services and programs for children and families
- Provides supervision and leadership to the Council employees
- Prepares, writes, and submits grants to support the work of the Council
- Directs the day-to-day activities of FCFC staff including hiring, training, counseling, evaluating staff performance, and when necessary, disciplining and/or discharging staff. Reviews and approves staff requests (e.g. leaves of absence, time sheets, etc.). Directs staff in accordance with the Council policies
- Promotes, recruits and retains FCFC members. Provides orientation and education to new Council member, and responds to membership questions
- Administers, manages, and coordinates the day-to-day business of the FCFC. Coordinates and supports activities of the Council and all standing and ad hoc committees
- Implements policies and programs as determined by the Council. Coordinates the efforts to develop a coordinated FCFC service plan
- Plans and directs the preparation and oversight of the FCFC budget(s). Submits budget proposals for approval. Approves purchases and ensures expenditures are within the approved budget(s)
- Functions as the liaison between the FCFC and the Council’s Fiscal Agent
- Represents and advocates on behalf of the FCFC to local, state and federal legislators
- Develops and proposes strategies for the growth and development of FCFC business
- Advise the FCFC regarding the development of organizational programs, policies and procedures
- Directs the annual goal setting and performance review processes for FCFC. Develops & implements continuous improvement plans. Intervenes and provides guidance to correct performance based issues
- Maintains current knowledge of regulatory requirements and FCFC policies/procedures. Informs the Council of public policy and legislative events affecting the Council
- Attends FCFC and ESC meetings as requested or required
• Represents the FCFC at internal and external meetings related to mental health and addictions, and trauma. Provides favorable public relations with the news media and general public
• Participates in professional development activities as necessary and/or required to maintain high quality performance in alignment with legislative and/or professional best practices
• Develops and maintains databases utilized for agency operational procedures. Extracts information from databases and develops reports for delivery to internal & external stakeholders. Gathers and organizes documents to satisfy public records requests or other reporting obligations
• Leads special projects and initiatives on behalf of the Superintendent/CEO
• Demonstrates regular and predictable attendance
• Promotes a favorable image of the ESC. Encourages community partnerships that enhance ESC programs and services
• Upholds governing board policies and follows administrative procedures
• Reports suspected child abuse and/or neglect to civil authorities as required by law
• Performs other duties as assigned

Minimum Qualifications

• Master’s degree in Human Services, Social Work, or related field preferred; Bachelor’s degree in Human Services, Social Work or related field required
• Valid driver’s license
• Minimum of three years of experience in administration and/or community planning
• Knowledge of Seneca County gained through residency and work experience
• Strong research-based knowledge of best practices and trends regarding mental health, addiction, trauma, and family dynamics
• Working knowledge of grant management
• Strong relationship building, communication (verbal and written), and presentation skills with school staff/Board of Education and internal/external stakeholders. Strong interpersonal relationship skills including cultural sensitivity & competence
• Demonstrated supervisory skills to effectively manage the daily operations and administration of the department. Ability to handle problem situations in a tactful, courteous and respectful manner
• Ability to read, analyze and interpret statistical data. documents
• Ability to effectively communicate and present complex information to NCOESC administration, staff, stakeholders, and Board of Education
• The employee shall remain free of alcohol or nonprescribed controlled substance in the workplace throughout his/her employment in the ESC
• Ability to efficiently multi-task on a daily basis
• Proficiency with use of technology hardware and basic software (i.e., Microsoft office), email, and office equipment (i.e., copier, fax, scanner, telephone, etc.). Proficiency with web-based applications (i.e., Google Docs, ODE website, social media, etc.), and NCOESC databases
• Ability to preserve confidentiality of student information and records
• Mathematical aptitude necessary to develop budgets and monitor expenditures
Clearances  Criminal justice fingerprint/background (FBI/BCI), and public health clearances.

Physical Requirements & Working Conditions

- This job requires constant sitting, feeling, talking and hearing. This job requires occasional standing, walking, and eye/hand/foot coordination.
- Performance of primary duties takes place in an office environment with occasional exposure to adverse environmental conditions including noise. Occasional light to moderate physical effort required.

EEOC/ADA Disclaimer  The qualifications listed above are intended to represent the education, experience, skill and ability levels typically needed to successfully perform the essential duties contained in this job description. North Central Ohio Educational Service Center (NCOESC) is an equal opportunity employer and does not discriminate against individuals regardless of race, gender, sexual orientation, religion, national origin, age, gender identity or expression, ancestry, familial status, military status or disability in its programs, activities, and employment policies. NCOESC fully supports the hiring and employment of individuals with physical or mental disabilities who meet the job qualifications, so long as the individuals are able to perform the essential duties of the position with or without reasonable accommodation.

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

Reviewed and agreed to
by: __________________________ Date: __________________________

Revised 2023