JOB TITLE: Children Services Administrator

1 Full-time

Salary: DOQ

NATURE OF JOB: This individual is responsible for the daily operation of the Children Services Division at Miami County Job & Family Services. Designs, develops, and analyzes policies, programs and procedures for social service programs for the Children Services Division. Monitors and documents program operation and compliance with federal, state and local regulations. Maintains continuous standard of communication, assessment, and evaluation of program performance. Provides technical assistance and direction to professional staff involved in implementing direct service activities and coordinating agency programs. Identifies needs and resources within the community. Coordinates agency programs and activities with other social service and community agencies. Performs agency public relations duties; attends meetings and training sessions.

MINIMUM QUALIFICATIONS:
Completion of Bachelor’s degree in social work, public administration, management, or a related field, plus two (2) years experience in a public service agency with knowledge of the public children services program, policies and procedures and three (3) years of Supervisory experience or an equivalent of education, training and/or experience.

LICENSE OR CERTIFICATION REQUIREMENTS
Must possess a valid Ohio driver’s license, be able to drive and operate a motor vehicle and must be insurable.

ADDITIONAL REQUIREMENTS:
This position requires excellent verbal and written communication skills with the ability to establish and maintain effective communication and working relationships with others. You must have prior leadership experience with the ability to plan, organize and delegate work; evaluate the performance of staff while maintaining a productive and effective work environment.

METHOD OF APPLICATION AND DEADLINE: All interested applicants may acquire an application at Ohiomeansjobs Miami County, 2040 North County Road 25-A, Troy, OH 45373 between the hours of 7:00 a.m. to 6:00 p.m. Monday and 8:00 a.m. to 5:00 p.m. Tuesday through Friday. Applications may also be accessed through the Miami County web site at www.miamicountyohio.gov. Applications must be submitted via the website or returned to the above address by 5:00 p.m. Friday, March 20, 2020.

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MIAMI COUNTY JOB AND FAMILY SERVICES IS AN EQUAL OPPORTUNITY EMPLOYER