EMPLOYMENT OPPORTUNITY

VACANCY: PROTECTIVE SERVICES
SUPERVISOR: DIRECTOR
POSITION: SOCIAL SERVICES PROGRAM ADMINISTRATOR (PCN 30001.0)
POSTING DATE: 03/09/2020 @ 2:00 P.M.
CLOSING DATE: MINIMUM OF 40 BUSINESS HOURS UP TO 60 CALENDAR DAYS.

Working Hours:
Full Flex-may require unusual hours.

Salary:
New Hire Rate $27.31

Minimum Qualifications:
Degree in Social Work or other social service related study.

- Two years as Assistant Program Administrator or
- Completion of undergraduate major core work in behavioral science, social science or related field
- Five years experience in program administration in which two years in supervisory position or
- Four courses or two years in business administration or
- Two courses or twelve months in finance, accounting, social welfare, client services and one course or six months in human resource management and one course or six months in written communication for business

Interested applicants should submit a resume and cover letter outlining how the qualifications for this position are met to Ginger Mack, Human Resource Officer 2.
**Seneca County Job & Family Services**  
**Position Description**  
*An Equal Opportunity Employer*

<table>
<thead>
<tr>
<th>Employee Name:</th>
<th>Vacant</th>
<th>Position Title:</th>
<th>Program Administrator</th>
</tr>
</thead>
<tbody>
<tr>
<td>PCN:</td>
<td>30001.0</td>
<td>Class Title:</td>
<td>Program Administrator</td>
</tr>
<tr>
<td>Unit:</td>
<td>Social Services</td>
<td>Employment Status:</td>
<td>Full-time</td>
</tr>
<tr>
<td>Report to:</td>
<td>Director</td>
<td>FLSA Status Pay:</td>
<td>Exempt</td>
</tr>
<tr>
<td>Normal Hours:</td>
<td>Flexible</td>
<td>Civil Service Status:</td>
<td>Classified</td>
</tr>
<tr>
<td>EEO Status:</td>
<td></td>
<td>DOT:</td>
<td>195.137-010</td>
</tr>
</tbody>
</table>

**General Description**
Performs direct and indirect supervisory and administrative functions. Organizes and directs development, planning, implementation, and monitoring of client service programs within division. Provides technical assistance to supervisors and employees.

**Education**
Degree in social work or related degree.

**Experience**
- Two years as Assistant Program Administrator or
- Completion of undergraduate major core work in behavioral science, social science or related field
- Five years experience in program administration in which two years in supervisory position or
- Four courses or two years in business administration
- Two courses or twelve months in finance, accounting, social welfare, client services and one course or six months in human resource management and one course or six months in written communication for business

**Equipment Operated**
- Computer
- Scanner
- Fax
- Telephone
- Calculator
- Copier
- Surface Pro
- Vehicles (must have valid Ohio driver's license)

**Inherently Hazardous or Physically Demanding Working Conditions**
None

**Essential Functions**
- Directs Protective Services operations including foster care, intake and adoption
- Interviews, recommends candidates for hiring and promotions
- Ensures employees receive orientation and training
- Monitors the work of employees
- Ensures compliance with local, state, federal rules/laws
- Monitors compliance with bargaining unit
- Evaluates employee performance
- Administers discipline
- Ensures quality assurance activities
- Assists with emergency response situations
- Responds to client complaints
- Prepares statistical and fiscal reports
- Provides back up to supervisors
- Performs social services related duties with community and elected officials
- Represents, promotes and supports the agency to the community
- Works cooperatively with community groups
- Ensures effective communication of information
- Conducts staff meetings
- Maintains working relationship with other county departments
- Attends conferences, workshops, and trainings to obtain or maintain knowledge of current regulations
- Regular and predictable attendance

### Other Duties and Responsibilities

Performs other related duties as assigned.

### Characteristics

#### Knowledge of:
- Agency policies and procedures
- Supervisory practices
- Fiscal and budgetary management
- Program planning and development
- Contracts, proposals, and grants
- State funding issues
- State hearing procedures
- Available community resources
- Safety practices
- Social welfare issues
- Employee training and development

#### Skills in:
- Organization
- Communication
- Public speaking
- Writing
- Typing/word processing
- Interviewing
- Employment counseling
- Negotiation
- Public relations

#### Ability to:
- Interpret policy and procedures
- Supervise
- Understand manuals and verbal instruction
- Deal with employee problems and concerns
- Make independent decisions
- Direct and monitor work
- Evaluate programs for effectiveness
- Recognize and react appropriately to unusual or threatening conditions
- Present a positive image to the public
- Interact with high ranking officials
- Maintain confidentiality
- Maintain accurate records
- Maintain effective working relationship with supervisor and co-workers

This position description is no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand the contents of the position description.

[Signature of Appointing Authority]

3/9/20

[Signature of Employee]

Date

Date