

**DEFIANCE COUNTY
JOB DESCRIPTION**

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| Position Title: | Director | Civil Service Status: | Unclassified |
| Department: | Job & Family Services Agency | FLSA Status: | Exempt |

JOB PURPOSE:

Responsible for Administration of Job & Family Services programs for Defiance County. Director will manage employees and resources in performance of all Job & Family Services program requirements in compliance with local, State and Federal laws and regulations. The Director will also have knowledge of local and state policies and procedures related to the Job & Family Services programs and county government. The Director will be under the general direction of the Board of Commissioners and direct supervision of the County Administrator.

QUALIFICATIONS:

A bachelor's degree in social work, public administration or a related field is preferred, or a minimum of five years in Job & Family Services or substantially related field. Experience with social services, human services, and public administration along with knowledge of child welfare, public assistance, and workforce development programs is preferred. Significant supervisory and management experience is required, with preference to public employment history.

ESSENTIAL JOB FUNCTIONS:

Researches and compiles information and analyzes programmatic issues. Directs such day-to-day management concerns as assigning work and directing task execution. Reviews and inspects work in process and upon completion to ensure compliance with directions, Agency work methods, procedures and practices, as well as applicable laws and regulations.

Administers personnel functions of the Agency in cooperation with County Administrator including counseling and disciplining employees, mediating staff conflicts and disagreements, and investigating complaints regarding employee performance. Provides and/or recommends instruction and training.

Creates, explains, and implements Agency and County rules, policies and programs based on Local, State and Federal regulations and mandates, particularly as relates to state and federal reporting requirements. Disseminates information through both informal and formal meetings with the staff. Investigates and responds to employee and client/participant issues and concerns. Answers public inquires regarding programs and services.

Reviews the work of employees to ensure quality and compliance with work standards, legal requirements and Agency policies, procedures and performance expectations.

Participates in the establishment of an overall training curriculum for the Agency. Identifies and recommends specific training for the departmental personnel.

Ability to work with area businesses, Defiance County offices, child support offices in and out of Ohio, state staff, state auditors, and the Bureau of Accounting (fiscal and monitoring).

Responsible for the Agency Federal Tax Intercept (FTI) safeguarding and procedures.

JOB REQUIREMENTS:

Ability to use standard office equipment and related office software. Knowledge of SETS, IBM Cognos Analytics (BIC) and County Finance Information System (CFIS) Web.

Knowledge of child support program policies, the Ohio Administrative Code and Federal Tax Intercept (FTI) safeguarding and procedures.

Critical Skills and Expertise:

Thorough knowledge of and ability to implement and determine the effectiveness of work methods, practices and procedures related to child support enforcement. Ability to create or update policies as they apply to updates or changes made by the State.

Ability to exercise strong leadership skills and be self-motivated with the ability to make quick and effective decisions.

Ability to read and comprehend complex material, write technical reports and procedures, communicate effectively through speech and writing, develop and maintain effective working relationships with supervisors, employees, and the general public.

Knowledge of program planning and development, financial planning/management, and public personnel administration. Specialized knowledge of child support funding principles and practices. Knowledge of Generally Accepted Accounting Principles (GAAP accounting) as it applies to State and Federal funding. Knowledge of local and state policies. Knowledge of local, administrative, and judicial laws.

Knowledge of employee relations, performance assessment, conflict resolution techniques, and office practices and procedures.

Knowledge of and ability to create, view, and apply statistical methods.

Ability to deal with many variables and determine specific action analyzes and interprets data, evaluate and improve process and/or program efficiency/effectiveness.

Ability to perform job duties to established quality, quantity and timeliness standards.

Ability to exercise sound judgment, plan, develop and implement goals, objectives, programs and projects and delegate duties in an effective manner.

Ability to determine and implement the training needs for the Agency.

Knowledge and ability to define problems, establish facts and draw valid conclusions, resolve complaints from clients, citizens and address public inquiries.

PHYSICAL EFFORT AND WORKING CONDITIONS:

Physical Requirements: The work of this position is generally performed seated or standing in a standard office setting.

Physical Activity: The incumbent in this position is regularly required to sit, stand, stoop, kneel, bend, crouch, reach, walk, push, pull, lift, finger, grasp, feel, talk, hear and Perform repetitive motions.

Visual Activity: The incumbent in this position must be able to see at close distances and beyond arm's reach.

Working Conditions: The incumbent works inside in a standard office setting with protection from adverse environmental conditions but not necessarily from temperature changes.

ACKNOWLEDGMENT

I acknowledge that the above description is a representation of the major duties and responsibilities of this position.

Client records are confidential records, and no person or government entity shall solicit, disclose, receive, use, or knowingly permit, or participate in the use of any information regarding a public assistance recipient for any purpose not directly connected with the administration of a public assistance program. I understand that the information contained in or relating to the records of the Ohio Department of Jobs & Family Services, the DPCJFS, or any other agency which may come to my attention in the course of my employment and is confidential and must not be divulged under any circumstances. Failure to follow this agreement will be considered inappropriate work behavior and may result in dismissal. Additionally, violation of this agreement could result in the imposition of statutory criminal or civil penalties.

Employee

Date

Employee's Supervisor

Date