

# SANDUSKY COUNTY

An Equal Opportunity Employer

## POSITION DESCRIPTION

**Agency:** Sandusky County DJFS      **Unit:** PA, CS, CSEA, WFD  
**Name:**      **Position Title:** DJFS Administrator  
**Class Title:** DJFS Administrator      **Class Number:** 10000.0

**Dept./Div.:** Sandusky County DJFS      **Civil Service Status:** Unclassified  
**Reports To:** Board of Commissioners      **Employment Status:** Full - time  
**Pay:** Resolution      **FLSA Status:** Exempt

**QUALIFICATIONS:** An example of acceptable qualifications:  
Completion of undergraduate coursework in one of the following related fields, business administration, public administration, human services, human resources, psychology, sociology, social work, education, or finance; with a minimum of five years of administrative/managerial and managing fiscal aspects of an organization.

**LICENSURE OR CERTIFICATION REQUIREMENTS:**  
Must possess a valid Ohio driver's license with an acceptable driving record.

**EQUIPMENT OPERATED:** The following are examples only and are not intended to be all-inclusive.  
All office equipment, including, but not limited to, computers, keyboards, telephone system equipment, copiers, scanners, recorders, projectors, and facsimile machines.

**INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:** For purposes of ORC 4167.

Occasional - Exposure to hot, cold, wet, humid, or windy weather conditions; exposure to constant or intermittent loud noise; exposure to fumes, noxious odors, dusts, mists, gases, and/or poor ventilation; exposure to toxic, caustic, or hazardous substances; works in or around trenches, ditches, and other excavations; exposure to flammable and/or combustible substances; exposure to bodily waste, tissue, or fluids.

Periodic - Operates or works in proximity to moving motor vehicles.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The Essential Functions of the position identified on subsequent pages are for purposes of 42 USC 12101. My signature below signifies that I have reviewed and understand the contents of my position description and I can perform all the essential functions of this position description.

\_\_\_\_\_  
(Approval of Appointing Authority)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Employee Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Employee Printed Name)

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**Supervisor's Title:** Board of Commissioners      **Number:**  
**Supervises:** PA, CS, CSEA, WFD

### JOB DESCRIPTION AND WORKER CHARACTERISTICS:

#### JOB DUTIES: In order of importance

#### ESSENTIAL FUNCTIONS OF THE POSITION: (\* indicates developed after employment)

60% (1) Provides overall leadership of the mission and core values of the agency; ultimately responsible for all fiscal duties of the agency, including budgeting, monitoring the ongoing use of all allocations, and approving the expenditures of all funds; oversees all agency functions and has responsibility for maintaining all agency programs and activities which include Family & Individual Services (TANF, Food Stamps, Medicaid, etc.), Workforce Development (WIOA, PRC), Children's Services, and the Child Support Enforcement Agency; collaborates to develop programs and process to maximize services for the county; takes a proactive approach to the operational needs of the agency and trends; directly supervises the administrators for the above programs as well as other high level or confidential staff members.

**Knowledge of:** (a); (b);(c);(d);(e);(f);(g),(i);(j);(k);(m);(n);(o);(p)  
**Skill in:** (q);(r);(s);(t);  
**Ability to:** (u);(v);(w);(x);(y);(z)(aa);(bb);(cc);(dd);(ee);(ff);(gg)

20% (3) Provides indirect supervision to all agency employees; determines need for new staff members, recruits and retains highly qualified staff, disciplines; oversees all personnel and takes appropriate measures of discipline, performance evaluations of subordinates' work, supervises negotiations with union.

**Knowledge of:** (b);(c);(d);(e);(f);(g),(h); (i); (l); );(m);(n);  
**Skill in:** (q);(r);(s);(t);  
**Ability to:** (u);(v);(w);(x);(y);(z)(aa);(bb);(cc);(dd);(ee);(gg)

20% (4) Performs agency-wide public relations duties with community and various officials; represents the agency and the county at meetings; also attends training sessions and workshops as required.

**Knowledge of:** (a); (b);(c);(d);(e);(f);(g);(i)(k);  
**Skill in:** (q);(r);(s);(t);  
**Ability to:** (v); (w); (gg); (h); (ii)

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### OTHER DUTIES AND RESPONSIBILITIES:

Performs other related duties as required.

### MINIMUM ACCEPTABLE CHARACTERISTICS: (\* indicates developed after employment)

**Knowledge of:** (a) local, state and federal laws, rules, and regulations as they pertain to all aspects of social welfare program development and implementation, (b) program policy and procedure development and implementation, (c) complex administrative practices, (d) training and development, (e) supervisory practices, (f) personnel practices, (g) office practices and procedures, (h) contracts and negotiations, (i) public administration, (j) social welfare issues, (k) public relations, (l) collective bargaining issues, (m) duties of agency employees, (n) management issues, (o) fiscal practices and principles. (p) budgeting principles,

**Skill in:** (q) oral communication, (r) organization, (s) delegating, (t) reading comprehension.

**Ability to:** (u) resolve problems involving varied and unrelated processes and methods, (v) supervise, delegate and monitor the work of different administrators, (w) explain legal or technical issues to others, (x) carry out complex assignments, operations, and procedures, (y) listen for problems or issues and provide responses or explanations, (z) work on multiple tasks/projects, (aa) interpret policies and procedures, (bb) coordinate the actions of others, (cc) determine staffing levels for three or more divisions, (dd) determine disciplinary actions (ee) monitor allocations for the department and programs, (ff) make various decisions regarding expenditures of large amounts of funding, (gg) maintain contacts with representatives of federal and state departments, county officials, law enforcement, general public, employees, judiciary and media (hh) represent the agency at seminars, conferences, (ii) receive and resolve complaints from citizens and clients

