



LAWRENCE COUNTY
An Equal Opportunity Employer

POSITION DESCRIPTION

Department: JOBS & FAMILY SERVICES	Employee:
Position Title: CHILDRENS SERVICE ADMINISTRATOR	Reports to: LAW CO COMMISSIONERS
FLSA Status: EXEMPT	Civil Service Status: UNCLASSIFIED

ESSENTIAL JOB FUNCTIONS:

- (1.) Under administrative direction, oversees the Child Services programming, and all of its activities; assists in developing plans, policies and procedures to facilitate implementation of programs; confers with agency supervisors in planning and coordinating programs; provides technical advice and interpretation of applicable laws and procedures; researches and evaluates administrative problems and makes recommendations for resolution; handle requests and/or complaints from public, recipients, government officials; resolves employee concerns or complaints.
- (2.) Supervises and directs personnel operations and planning and coordinating staff development and training; writes and/or updates personnel policies; completes staff performance evaluations; recommends hiring, promotion, discipline, discharge of staff; reviews and approves or denies employee requests for leave; assists in union negotiations and grievance processing.
- (3.) Performs or oversees fiscal duties for the Children Services programming; oversee the development, implementation and monitoring of the annual budget; approves or reviews agency expenditures; negotiates and prepares purchase of service contracts as assigned.
- (4.) Represent Children Services at conferences and meetings, committees and boards; speaks to community groups; performs public relations and develops materials to educate and inform the public; establishes and maintains contact with government officials, community and recipients to promote favorable image of the program.
- (5.) Demonstrates regular and predictable attendance.

OTHER RESPONSIBILITIES:

- (1.) Assists department staff with their job duties as needed.
- (2.) Any other duties as assigned.

EXPERIENCE, EDUCATION, LICENSES, CERTIFICATION:

- (1.) Completion of undergraduate major core course work in one of the following or related fields: business administration, public administration, human services, human resources, psychology, sociology, social work, education, or finance.
- (2.) Minimum of four (4) years of administrative/managerial experience including managing the fiscal aspects of an organization, agency, program, or operational area and assisting in developing and implementing policies, programs, laws, rules, and/or regulations; with at least 1 of the 4 years as a supervisor over subordinate staff and/or contractors.
- (3.) Equivalent combination of education, training, and/or experience that provides the requisite knowledge, skills, and abilities for the position may also be considered.
- (4.) Must possess and maintain a valid Ohio driver's license and be insurable/maintain insurability for operation of County vehicles.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES:

- (1.) Ability to effectively read, write, comprehend and communicate both orally and in writing.
- (2.) Ability to work well with others and to develop and maintain effective working relationships.
- (3.) Ability to train, instruct, evaluate and direct the work of others.
- (4.) Knowledge of office practices and procedures.
- (5.) Ability to prepare and monitor budgets, interpret fiscal data, prepare forecasts and monitor allocations to various programs.
- (6.) Knowledge of supervisory and personnel principles and practices, training and development.
- (7.) Knowledge of departmental policies, procedures, and operations.
- (8.) Knowledge of applicable federal and state laws, rules and regulations.
- (9.) Knowledge of fiscal, financial and budgetary principles and practices.
- (10.) Skilled at interpreting and communicating policies, laws, regulations, and technical issues.
- (11.) Skilled at record keeping, collecting, analyzing and maintaining data.
- (12.) Skilled at public relations.
- (13.) Skilled in basic computer skills, including use of department software/programs.

This position description supplies the general requirements of this position and in no manner should it be implied that the above are the only duties or responsibilities performed by the position incumbent. It is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required and/or assigned.

My (employee) signature below signifies that I have reviewed the Position Description and that I understand the contents thereof.

(Employee Signature)

(Date)