

Hamilton County, Ohio



EXECUTIVE RECRUITMENT



DIRECTOR OF JOB & FAMILY SERVICES



OUR MISSION, VISION AND CORE VALUES

MISSION

Helping our community today for a better tomorrow.

VISION

Hamilton County Job and Family Services will work passionately and collaboratively toward a community free of abuse, neglect and financial need.

CORE VALUES

We at HCJFS:

Care about Hamilton County's children, family and team members

Commit to improving the quality of life for those we serve and to value team members who provide that service

Adapt to the ever-changing needs of Hamilton County, its families and team members

THE POSITION

Essential duties and responsibilities of the Director of Job and Family Services include the following:

- Responsible for the administration of the major divisions and work programs of the department;
- Within the framework of federal and state laws and regulations, determines policies for the Department of Job and Family Services
- Plans and administers the Department of Job and Family Services programs including preparation of the annual budget to appropriate staff
- Engages in public relations with newspapers, radio and television media, state JFS representatives, county officials and civic organizations.
- Coordinates public welfare services with other social agencies.
- in appropriate national, state and local organizations involved with administering and enhancing job and family programs and services.
- Keeps the Board of County Commissioners and the County Administrator informed of major policy changes, issues, and other matters of importance in the Department.
- Performs other related duties as assigned



QUALIFICATIONS

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES OF THE DIRECTOR OF JOB AND FAMILY SERVICES INCLUDE THE FOLLOWING

Knowledge of: Approaches to address complex social issues including basic human needs, education, economic opportunity, and equity; Budgeting; Management practices and methods; Labor relations; Work force planning; Procedures for monitoring the progress delegated responsibilities; Public relations methods and practices; Human resource management practices; Job and Family social services policies and procedures; and Local government structure and process.

Ability to: Work with abstract and concrete variables to develop policies and programs; Deal with many variables and determine specific action(s) (e.g., conduct research, and service delivery models and methods); Analyze various types of data and draw reasonable conclusions; Prepare meaningful, concise and accurate reports; Prepare and deliver speeches before specialized audiences and general public; Resolve complaints from customers and others; and Provide timely and accurate information to government officials.

Required Education: A master's degree from an accredited college or university in Political Science, Public Administration, Business Administration, Human Resource Management, Social Services, Social Work, or a related Human services field is preferred but may be substituted with a bachelor's degree and three additional years of relevant experience (see below).

Required Experience: Seven years with the preferred master's degree or ten years with a bachelor's degree of administrative/managerial experience to include responsibility for managing the fiscal operations of an organization, agency, program or operational area and assisting in developing and implementing policies, programs, laws, administrative rules and or regulations. At least two years of experience must have been as a supervisor over subordinate staff and/or contractors

Other Requirements:

- The person selected for this position must be willing to serve in the unclassified service as a condition of employment.
- Prior to discharging his/her official duties, the director shall give a bond, conditioned for the faithful performance of those official duties, in such sum as fixed by the Board of County Commissioners.

THE "IDEAL" CANDIDATE

The County Administrator seeks a Director who is an energetic and experienced leader possessing proven management, supervisory, and communication skills. Of equal importance is a results-oriented person who is compassionate, dedicated, caring, patient, collaborative and committed to outstanding customer service. This is a highly visible position within the organization and the successful candidate must be trusted and respected personally and professionally by peers, staff and elected officials.

In addition, the "ideal" Director of Job and Family Services is someone who:

- Is a solid decision-maker and adept at building and maintaining strong and effective working relationships with management, employees and the community.
- Brings a participatory, empowering management style and team-oriented focus to the position.
- Possesses unquestionable integrity, accountability, ethics, and demonstrates personal responsibility.
- Is skillful at organizational leadership, strategic planning and creative problem solving as the leader of a high-performing, adaptive and cross-functional organization.
- Has a demonstrated record of facilitation, mediation and consensus building and can motivate his/her team towards solutions and resolve conflicts in a constructive and supportive manner.
- Understands and promotes the value of a diverse and inclusive workforce.
- Can deliver poised and credible presentations before large and diverse audiences and the media.
- Is innovative and a forward-thinker who can anticipate and get out in front of issues.
- Is an open, honest and transparent communicator



COMPENSATION AND BENEFITS

Hamilton County provides an excellent compensation and benefits program. The salary range for this position is \$120,000 to \$180,000 annually, dependent on qualifications, and paid leave consisting of accrued vacation and paid sick leave.

Benefits include the following which have varying amounts of employee contributions by statute or according to plan selection:

- Participation in the Ohio Public Employees Retirement System
- Medical, dental and vision insurance effective the first month following 30 days of service.
- Wellness Program
- Basic life insurance - employer paid equal to one x's annual salary
- Employee Assistance Program
- Other employee-paid benefits: Supplemental life insurance; Long-Term disability insurance; Flexible Spending Accounts; and a Transportation Reimbursement Program.

THE SELECTION PROCESS

- **Review of applications**
- **First round of interviews**
- **Second round of interviews**
- **Selection of the preferred applicant and negotiations over the compensation package**
- **Agreement on a start date for the new Director of Job and Family Services**

