



BOARD OF COUNTY COMMISSIONERS
WARREN COUNTY, OHIO
406 Justice Drive, Lebanon, Ohio 45036
www.co.warren.oh.us
Commissioners@co.warren.oh.us

OFFICE OF MANAGEMENT AND BUDGET

POSITION AVAILABLE

JOB CLASSIFICATION TITLE: DEPUTY DIRECTOR

DEPARTMENT: WARREN COUNTY
DEPARTMENT OF JOB AND
FAMILY SERVICES, HUMAN
SERVICES DIVISION

PAY RANGE: DISCRETIONARY

SCHEDULED HOURS: 40 HOURS PER WEEK

CIVIL SERVICE STATUS: UNCLASSIFIED

SEE ATTACHED CLASSIFICATION SPECIFICATION FOR MINIMUM

QUALIFICATIONS AND ILLUSTRATIVE DUTIES OF THIS POSITION

POSTING PERIOD: THIS NOTICE IS BEING POSTED FOR A PERIOD OF
TIME NOT LESS THAN SEVEN (7) CONSECUTIVE
CALENDAR DAYS, BEGINNING SEPTEMBER 6,
2023.

APPLICANTS SHOULD APPLY ONLINE AT: WWW.CO.WARREN.OH.US
COMPLETE THE APPLICATION AS FOLLOWS: CLICK ON JOB POSTINGS THEN
CLICK ON WARREN COUNTY APPLICATION, DOWNLOAD TO YOUR
DESKTOP AND EMAIL TO: WCCOMMAPP@CO.WARREN.OH.US . PLEASE
CONTACT SUSAN SPENCER WITH QUESTIONS AT: 513-695-1747.

APPLICATIONS ACCEPTED UNTIL POSITION IS FILLED

WARREN COUNTY IS AN EQUAL
OPPORTUNITY EMPLOYER

YOU WILL HIT THE *BULLSEYE* WORKING FOR WARREN COUNTY

PERKS & BENEFITS WORKING FOR WARREN COUNTY



WORK ENVIRONMENT

- Work/Life Balance
- Job Stability



PAID TIME OFF

- Holidays - 11.5 annually
- Vacation - 2 weeks after 1st year



BENEFITS

- Health Insurance*



RETIREMENT

- 14% employer contribution into the Ohio Public Retirement System*

Health Insurance - Available after 30 days, 2 Med/Rx plan choices with monthly family premium range from **\$259 to even \$0 (5x cheaper than the private sector)**; \$0 premium cost for Dental, Vision, Life, HSA, FSA, EAP, Weight Watchers, On-site Biometrics & Day Off Work (Dave's Day for Your Life) and many more!

Retirement - Ohio Public Employee Retirement System; Employee 10%/Employer 14% of earnings (pre-tax)

VISIT WWW.CO.WARREN.OH.US FOR ALL JOB POSTINGS.
QUESTIONS CALL: SUE SPENCER 513.695.1747

**WARREN COUNTY COMMISSIONERS
POSITION DESCRIPTION**

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Position Title: Deputy Director of Human Services Division of Department Of Job and Family Services

Incumbent:

Class Title:

Department:	Human Services Division Department of Job and Family Services	FLSA Status:	Exempt
Reports To:	Director of Human Services	Civil Service Status:	Unclassified
Pay Range:	#B	Employment Status:	Full-time, Permanent
Work Hours:	40 Hours Weeks	Lunch:	Unpaid

JOB RESPONSIBILITIES:

Under administrative direction of the Director of Human Services and pursuant to Ohio Revised Code and other state laws and the Code of Federal Regulations, assists with planning, directing, and administering the operations of the Warren County Human Services Agency; may also assist with administering other social services or public assistance casework as necessary; assists with recruiting and supervising staff; assist with developing policy and procedure; assist with preparation of budget and associated reports, assist with recommending approval of all contracts and expenditures; assists with obtaining and securing necessary funding; and maintains public relations.

QUALIFICATIONS: Any combination of training and work experience which indicates possession of the skills, knowledge and abilities listed above. An example of an acceptable qualification for this position is:

Completion of post secondary education with emphasis in social work, sociology, or public administration and five (5) years managerial experience in public service, including public budget, finance, and purchasing, decision making or policy formulation, human resources development and management, supervision, and public relations; and/or equivalent combinations of training and/or work experience which evidences a thorough knowledge thereof.

LICENSURE AND CERTIFICATION REQUIREMENTS:

Ohio driver's license

ESSENTIAL FUNCTIONS:

1. Under the administrative direction of the Director assists with the , administration of County human services division and other social services as may be deemed necessary and appropriate.

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POSITION DESCRIPTION**

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2. **Assists with developing, implementing, and monitoring annual program plans and budget; reviews monthly, quarterly and annual expenditure reports to ensure expenses do not exceed budgeted levels.**
3. **Assists with the preparation of the annual report of public assistance; establishes policies and procedures in accordance with mandated state and federal laws.**
4. **Assists with obtaining and securing necessary funding, recommending approval of contracts, leases and or expenditures.**
5. **Assists with the preparation of fiscal and statistical reports.**
6. **Assists with the negotiations of purchase service contracts.**
7. **Assists with recruiting, interviewing, selecting and supervising staff.**
8. **Act as Director in his/her absence.**
9. **Administers personnel policies for agency; reviews and approves (with the concurrence of the County Board of Commissioners) all personnel transactions.**
10. **Counsels and disciplines personnel; initiates training and staff development for employees; handles grievances; conducts staff meetings.**
11. **Reviews and signs bi-weekly payrolls; prepares or directs preparation of position descriptions, personnel actions, and table of organization.**
12. **Establishes and maintains contact with representatives of state departments, county officials and general public; holds and attends meetings of welfare advisory board and solicits public input into annual plan; represents agency at state and local conferences and seminars.**
13. **Receives and responds to and/or resolves complaints from citizens and recipients; presents talks and speeches to community groups; prepares testimony for state legislature, controlling board, department of public welfare, and/or any other agency.**
14. **Follows all safety and health practices of the Warren County Board of Commissioners as described in the attached addendum.**

OTHER DUTIES AND RESPONSIBILITIES:

1. **Completes other miscellaneous reports and records as require.**
2. **Other duties as assigned.**

POSITION DESCRIPTION

KNOWLEDGE, SKILLS AND ABILITIES: (* indicates developed after employment)

Knowledge of: business or public administration to include topics of human resources & development, public budgeting and management, state and federal laws and rules governing welfare services and operation,* sociology, social work, child and family community services or rehabilitation; interviewing, employee counseling, personnel management*, Ohio civil services and collective bargaining laws, rules and procedures; public relations;

Ability to: deal with many variables and determine specific course of action, use statistical analysis, prepare and/or edit annual program plans, budget, reports and policies, establish friendly atmosphere as agency director, handle sensitive and routine contacts with recipients, government officials and the public and resolve angry complaints; prepare and deliver speeches before specialized audiences and the general public.

My signature below signifies that I have reviewed the contents of my position description and that I am aware of the requirements of my position. I further certify that I have reviewed the most current copy of the Warren County Commissioners Personnel Policy Manual.

(Employee's Signature)

(Date)

Date Adopted:

Date Revised: