



# Notice of Vacancy Stark County Job & Family Services

## **Deputy Director, Child Support Enforcement**

### **SUMMARY**

Directs administration of agency's Child Support division to facilitate Child Support programs and services. Also directs the administration of funds by performing the following duties personally or through subordinate supervisors.

### **ESSENTIAL FUNCTIONS AND RESPONSIBILITIES** (The functions listed below are intended to depict general job assignments, abilities and responsibilities required of this position. Other duties as assigned.

Consults with members of Agency's Executive Team to plan activities and expenditures. Coordinates activities of staff in providing Child Support services to establish and enforce support orders and to develop-operate programs to engage non-custodial parents to financially and emotionally support their children. Participates in discussions with community leaders and other interested parties to improve services of child support to custodial parents, and non-custodial parent.

### **SUPERVISORY RESPONSIBILITIES:**

Manages three (3) subordinate program administrators and 8-10 subordinate supervisors who supervise 75-85 employees in the following areas: Administrative Hearings, Customer Services, Document Imaging, Establishment, Enforcement, Fiscal, Foster Care, Intake, Modifications, Medical Support, SETS, UIFSA and Fatherhood Programs. Position is responsible for the overall direction, coordination, and evaluation of these units. Also directly supervises one (1) non-supervisory employee.

### **QUALIFICATION REQUIREMENTS:**

*To perform this job satisfactorily, the employee must be able to perform each essential duty satisfactorily. The requirements are representative of the knowledge, skill and ability required. Reasonable accommodations may be made for individuals with disabilities.*

### **EDUCATION AND/OR EXPERIENCE:**

Bachelor's degree required; Master's degree preferred. A minimum of eight (8) years of child support experience is required and demonstrated management experience of five (5) years is required.

### **COMPUTER EXPERTISE REQUIRED / EQUIPMENT OPERATED:**

The individual must have the ability to use Microsoft Office Programs. Working knowledge of state computer systems, specifically SETS, and document imaging programs required.

To apply, please access the agency's website at [www.starkjfs.org](http://www.starkjfs.org) An online application can be found under the Careers link. Applicants have the ability to upload a letter of interest and current resume.

We are an equal opportunity employer that does not discriminate based upon sex, race, creed, color, age, national origin or disability. Applicants may request reasonable accommodations to participate in the interview process.

**NO PHONE CALLS WILL BE ACCEPTED**