



## **SCJFS Executive Director**

The Board of Stark County Commissioners is accepting applications for the position of Executive Director for The Stark County Department of Job & Family Services (SCJFS). The agency is a triple-combined operation comprised of the Human Services Division, the Child Support Enforcement Division, and the Children Services Division. This unclassified position serves at the pleasure of the Board of Stark County Commissioners and is responsible for managing and directing the SCJFS agency toward its primary objectives, cultivating strong collaborations with community partners, and providing support and direction to the executive team.

Illustrative duties include:

- Responsible for the overall administration of each division within the SCJFS and all programs and initiatives.
- Determines the goals, objectives, plans and policies of the SCJFS subject to the approval of the Board of Commissioners within the framework of federal and state laws and regulations.
- Dispenses advice, guidance, direction, and authorization to carry out plans, standards and procedures, consistent with established policies and Board approval.
- Responsible for the preparation and stewardship of the agency's annual budget and fiscal operations.
- Reviews operating results of the agency, compares them to established objectives, and takes steps to ensure that appropriate measures are taken to correct unsatisfactory results.
- Engages in public relations with local media (newspaper, radio and television), State and County government officials, civic organizations and the general public.
- Provides all authorizations necessary for the purpose of carrying out services within each of the divisions.
- Representative for the agency at all required meetings within the county and state.

### **Qualifications**

A Master's degree in Business, Public Administration or Social Service-related field, or Juris Doctor, plus five (5) years of management experience in a JFS, PCSA, or CSEA environment.

### **Compensation and Benefits**

Salary will be commensurate with experience and education.

This full-time position is eligible for health, prescription, dental, and vision insurance; participation in the OPERS retirement system; 12 paid holidays per year; tuition reimbursement; and other supplemental benefits.

The selected candidate must pass a pre-employment, post-offer drug test and criminal background check.

Interested candidates may apply online and submit a resume and cover letter, no later than **Friday, January 27<sup>th</sup>, 2023** at:

[Stark County Job and Family Services Career Opportunities](#)