



Carroll County Commissioners

119 S. Lisbon Street
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Commissioners

*Donald E. Leggett II * Christopher R. Modranski * Robert E. Wirkner*

CAREER OPPORTUNITY

COUNTY JOB & FAMILY SERVICES DIRECTOR

The Board of Commissioners of Carroll County, Ohio is accepting resumes to fill the position of County Job & Family Services Director. The primary purpose of this position is to oversee all agency functions; develops, implements, and monitors all policies and procedures to ensure compliance with State and Federal guidelines; develops, implements, and monitors annual program plans and budgets; coordinates services with local, State, and Federal agencies; provides direct supervision to agency supervisors and indirect supervision to all agency employees; determines need for new staff members; interviews applicants and makes recommendations to County Commissioners for hiring of new employees; oversees fiscal duties; conducts and attends meetings and training sessions; performs public relations duties; and performs other duties as required or assigned. Applicant must possess a bachelor's degree in business administration, public administration, human resources, social work, finance, or a related field. Applicant should also have 5 years of administrative/managerial experience with at least 2 years as a supervisor. Starting salary is \$38.79 per hour and excellent benefits are provided. A job description can be found at <https://carrollcountyohio.us/public-notices/> under the Bid Notices heading.

To apply, please send resume to the Board of Commissioners of Carroll County Ohio, 119 S. Lisbon St., Suite 201, Carrollton, OH 44615 by October 30, 2024 at 3:00 p.m.

Resumes may be mailed at your own risk, hand delivered to the Commissioners' office, or emailed to cmodranski@carrollcountyohio.us and mschaar@carrollcountyohio.us.

For the Board of Commissioners
of Carroll County, Ohio

A blue ink signature of Melissa N. Schaar, written in a cursive style.

Melissa N. Schaar, Clerk
mschaar@carrollcountyohio.us