

**APPLICATION DEADLINE: OPEN UNTIL FILLED**

**JOB TITLE: DIRECTOR OF JOB AND FAMILY SERVICES**

**LOCATION: Ravenna, Ohio VACANCY: 1 position opening**

**DEPARTMENT: Job and Family Services**

**WORK SCHEDULE: Monday through Friday 8:00 AM - 4:30 PM**

**QUALIFICATIONS:** Masters Degree in public administration, business administration, human services, social work, sociology or related field and a minimum of five years administration or management experience, which includes responsibility for managing fiscal aspects of an organization and assisting in developing and implementing policies and programs.

**CHARACTERISTIC JOB DUTIES:** Coordinate and direct the operations of the agencies and divisions of the Department of Job and Family Services; recommends multiple courses of action for consideration by the Board; and serves as Commissioners' representative at meetings and official functions related to departmental operations. This position serves in a fiduciary capacity at the discretion of the Board of County Commissioners.

**COMPENSATION/BENEFITS: Salary: \$65,021 TO \$76,482**

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**HOW TO APPLY: COMPLETE A COUNTY APPLICATION FORM WHICH CAN BE OBTAINED AT THE PORTAGE COUNTY HUMAN RESOURCES DEPT., 6<sup>TH</sup> FLOOR, 449 SOUTH MERIDIAN STREET, RAVENNA, OH OR DOWNLOADED FROM [www.co.portage.oh.us](http://www.co.portage.oh.us). NOTE: YOU MUST DEMONSTRATE, ON THE COUNTY APPLICATION FORM, HOW YOU MEET THE MINIMUM QUALIFICATIONS FOR THE POSITION. A RESUME IS NOT AN APPLICATION FORM.**

***PORTAGE COUNTY MAY REFUSE CONSIDERATION IF THE APPLICATION IS NOT FILLED OUT COMPLETELY AND ACCURATELY.***

**SUBMIT COMPLETED APPLICATION W/COVER LETTER:**

**Portage County Department of Human Resources  
449 South Meridian Street, 6<sup>th</sup> floor**

**Ravenna, Ohio 44266**

**Portage County is an Equal Opportunity Employer (EOE)**