



Position Title: Fiscal Director-Business Administrator, Richland County Job & Family Services
Department: Richland County Job & Family Services (Stand-Alone)
Supervisor: Director of Job and Family Services ("JFS")
FLSA Status: Exempt

Position Description:

The primary purpose of this position is to assist the JFS Director by providing direction and leadership to the Richland County Department of JFS as a stand-alone entity. This position is responsible for developing and assisting in the development of fiscal and financial functions of the Department.

Position Essential Functions:

1. Administer the fiscal duties of the Department by monitoring allocations and ensuring expenditures adhere to program ceilings and appropriations, review payroll, approve contracts, and obtain all necessary funding.
2. Directly supervise Business Office staff.
3. Develop financial reporting controls over appropriations, funds, and obligations.
4. Prepare budgets for agencies and departments other than JFS (e.g., public assistance funds, Area 101 Workforce Innovation and Opportunity Act funds, Richland County Youth and Family Council Funds, etc.).
5. Determine staffing needs in concert with JFS Director and make recommendations.
6. Ensure compliance with all federal, state, and local policies, rules, and regulations.
7. Participate as a member of the County's collective bargaining team.

Position Qualifications

1. Possession of a Bachelor's degree from an accredited college or university in Finance, Business Administration, or Public Administration.
2. Four (4) or more years of managerial work experience and/or training with responsibility in managing the fiscal aspects of similar public departments.
3. Effective oral and written communication skills including effective public speaking.
4. Excellent interpersonal skills with an ability to build effective teams, mentor, and coach others.
5. Ability to interact effectively with individuals and other agencies in the community.
6. Demonstrate critical thinking, self-motivation, and strong organizational skills.
7. Proficiency in computer technology: Microsoft Office, specifically Microsoft Excel, Google Mail, and other commonly used programs.

Richland County offers a competitive compensation and benefits package with the pay for this position ranging from \$25.36 to \$34.24. The County benefits package includes: health, dental, life, additional life, optional vision, and other benefits related to public sector employment. Additionally, Richland County employment includes participation in the Ohio Public Employees Retirement System ("OPERS"). Qualified candidates may send a resume-curriculum vitae and a note of interest to Lori Bedson via E-Mail at lori.bedson@jfs.ohio.gov.

Equal Opportunity Employer