



WAYNE COUNTY COMMISSIONERS

Sue A. Smail ★ Jonathan Hofstetter ★ Ron Amstutz

JOB ANNOUNCEMENT

* COUNTY ADMINISTRATOR

Job Stability! ● Great Benefits! ● Great Retirement System! ● Meaningful Work!

Do you have experience with budgets, project management, insurance administration? Are you familiar with County government? The Wayne County Commissioners are looking to fill this high level, full-time position. We offer meaningful work, job stability, great benefits, great retirement system, 11 paid holidays per year, ample sick leave and vacation leave (both which can roll over to the next year)! This position acts as an advisor to the Wayne County Commissioners.

DUTIES INCLUDE, BUT ARE NOT LIMITED TO:

- Serves as Director of Operations to multiple offices under the Board of Commissioners. Supervises department heads and direct reporting employees. Ensures the proper and timely completion of work assignments; resolves operational problems. Makes recommendations to the Board of Commissioners.
- Serves as the Insurance Administrator for the County. Designs, implements, monitors and manages all aspects of the County's Health, Liability, Property and self-insured Workers Compensation programs, which includes the County's self-insured health plan. Oversees and manages all aspects of the County's liability and property insurance programs including claim management, hiring legal representation and settlement recommendations.
- Serves as Capital Projects Manager by directing and overseeing for the Board of County Commissioners, the design, bidding and construction of capital building projects.
- Serves as the Commissioners' representative for all Bargaining Unit matters and negotiations; (e.g. analyzes financial data, prepares documentation or testimony, etc.)
- Manages and handles all aspects of the County's long term debt acquisition process. Coordinates County Risk Management Program including bonds and insurance (e.g., buildings, vehicles, contents, personal liability, workers' compensation, etc.).
- Responsible for thoroughness and completion on a variety of special assignments, at the direction of the Commissioners, and serves as representative/liason for the Commissioners as directed.
- Bachelor's or advanced degree in accounting, plus five (5) years of responsible management and financial administrative experience or equivalent; CPA required (active or inactive).
- ★ *This position will be trained for a period of time by the current County Administrator, and will not assume authoritative rights and/or responsibilities until the current Administrator retires.*

Applicants must submit a required employment application (downloadable from <http://www.wayneohio.org/employment-opportunities>) by emailing it to waynecountyhr@wayneohio.org or dropping it off at the Wayne County Commissioners' Office, 428 West Liberty Street, Wooster, Ohio 44691, - Attn: Katie Dailey. Questions? Call 330-287-5497.

Posted 5/15/24. Deadline to apply: 6/5/24
Wayne County is an Equal Opportunity Employer