



WAYNE COUNTY COMMISSIONERS

Dave McMillen ★ Jonathan Hofstetter ★ Ron Amstutz

JOB ANNOUNCEMENT

* COUNTY ADMINISTRATOR (this position is equivalent to a CFO/Controller)

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
- Serves as the Insurance Administrator for the County, including all aspects of the County's Health, Liability, Property and self-insured Workers Compensation programs
- Serves as Capital Projects Manager
- Serves as the Commissioners' representative for all Bargaining Unit matters and negotiations
- Manages 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.)
- Serves as representative/liaison for the Wayne County Board of Commissioners
- Candidates with controllership and assistant controller experience welcome
- Bachelor's or advanced degree in accounting, plus five (5) years of responsible management and financial administrative experience or equivalent; CPA preferred (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.

Position will remain open until filled.

Wayne County is an Equal Opportunity Employer