



## WAYNE COUNTY COMMISSIONERS

Dave McMillen ★ Matt Martin ★ Jonathan Hofstetter

### JOB OPENING

# Job and Family Services Director/Administrator

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***Job Stability! ● Great Benefits! ● Great Retirement System! ● Great Team!***

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Do you have experience with programs involving social services, income maintenance, and workforce development, and do you know and understand state and federal law regarding these programs? Do you have operational budget experience? What about supervisory experience on a large scale? 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)!

#### **DUTIES INCLUDE, BUT ARE NOT LIMITED TO:**

- Plans for and directs the operation of all JFS functions, programs and activities including, but not limited to, various social services, income maintenance, workforce development and training and benefit recovery programs (e.g. develops or oversees the development, implementation and monitoring of programs and their annual budgets; reviews expenditure reports to ensure programs are operated within budgetary limitations; develops or oversees the development and implementation of policies and procedures and ensures adherence to state and federal laws and regulations; prepares and submits periodic reports to the state, Board of County Commissioners and other such governmental bodies; requests proposals and negotiates contracts for services and monitors the delivery of services to ensure adherence with contract terms and conditions; recommends the approval of contracts, leases and other agency expenditures)
- Manages operations and personnel for an agency of approximately seventy (70) employees (e.g. recruits, interviews, selects and recommends the hiring of employees; develops, implements and enforces personnel policies and procedures; reviews and approves personnel actions; counsels and disciplines employees; receives and responds to grievances; oversees employee training and development; conducts staff meetings; reviews and approves agency payroll; oversees the maintenance of agency position descriptions and tables of organization; completes and/or reviews employee performance evaluations)
- Serves as liaison between the agency and Wayne County officials, State legislators and representatives of state agencies, representatives of private sector companies or organizations and the general public; participates in national, statewide, regional and county organizations; represents the commissioners on various boards and in meetings; attends meetings of the family services planning committee, reform committees and other such groups; receives and responds or directs others to resolve complaints of citizens or clients; makes presentations to community groups on reform or other human services related issues; represents the agency at conferences and seminars.
- May prepare for and provide testimony to the state legislature, State oversight departments or other such agencies.
- *The successful applicant should have comparable experience in the above duties, but most specifically, the first two bullets.*

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 2/24/2025 – Deadline 3/19/2025**

*Wayne County is an Equal Opportunity Employer*

428 WEST LIBERTY STREET WOOSTER, OHIO 44691 330-287-5400 FAX 330-287-5407  
[commissioners@wayneohio.org](mailto:commissioners@wayneohio.org)

*We do not discriminate in the provision of services or employment because of handicap, race, color, creed, national origin, sex or age*