OFFICE OF THE
WAYNE COUNTY COMMISSIONERS
Matt Martin ★ Jonathan Hofstetter ★ Dave McMillen

JOB OPENING

Assistant County Administrator

(this position is equivalent to an Assistant CFO/Controller)

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

Are you experienced in *fiduciary responsibilities, budgeting, grants, project management, insurance administration, or working with bargaining units? Are you familiar with County government and interested in a rewarding career serving the public? Wayne County offers an opportunity to make a difference while enjoying job stability, excellent benefits, a strong retirement system, and a supportive team environment. Employees also receive 11 paid holidays annually, generous sick and vacation leave that rolls over from year to year, plus two personal days. If this sounds like the opportunity you've been looking for, the Wayne County Commissioners are currently accepting applications for the full-time position of **Assistant County Administrator** (which is equivalent to an Assistant CFO/Controller).

DUTIES INCLUDE, BUT ARE NOT LIMITED TO:

- Supports the Board of County Commissioners' Administrative, Finance, and Budgetary Offices (Information Systems, Dog Shelter, HR Department, Microfilm, Planning Department, Employee Health Clinic). Ensures departments are following ORC and policies. Ensures the proper and timely completion of work assignments and resolves operational problems. Makes policy and operational recommendations. Documents key operational processes, procedures, and workflows.
- Assists with Insurance Administration, supporting the design, implementation, monitoring, and management of all aspects of the County's self-insured Health, Liability, Property, and Workers Comp programs. Supports the management of the health plan—an operation exceeding $10 million. Assists with the oversight of liability and property insurance programs, including claims management, coordination of legal representation, and formulation of settlement recommendations.
- Pivotal in managing federal, state, and county revenue to support public infrastructure, community development, and essential county services. This includes public grant funding (identifying strategic funding streams, coordinating grant proposals, ensuring strict post-award compliance). Collaborates with key individuals to align grant-funded initiatives with Commissioner priorities, draft application packages, and manage complex expenditure tracking. Serve as the primary point of contact for state and federal funding agencies, maintaining accurate reporting schedules, managing single-audit compliance, and ensuring full adherence to statutory, regulatory, and contractual mandates. Assists with Capital Projects, including the design, bidding and construction of capital building projects.
- Assists with Bargaining Unit matters and negotiations (analyzes financial data, prepares documentation or testimony, etc.)
- Assists with the County's long-term debt acquisition process and the Risk Management Program including bonds and insurance (e.g., buildings, vehicles, contents, personal liability, workers' compensation, etc.)
- Act in place of the County Administrator, as requested.
- *Candidates must have a Bachelor's or advanced degree in accounting or relatable, plus three years' responsible management and financial administrative experience or equivalent. Supervisory and public sector experience preferred, but not required.

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 Giurbino. Questions? Call 330-287-5497.

Posted 10/14/2026 – Deadline to apply 10/28/2026

Wayne County is an Equal Opportunity Employer