

RICHLAND COUNTY

An Equal Opportunity Employer

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POSITION DESCRIPTION

Employee Name:		Position Title:	Executive Director
Class Number:		Class Title:	Executive Director
Dept./Div.:	Youth and Family Council	Employment Status:	Full-time
Reports to:	President of YFC	FLSA Status:	Exempt
Normal Hours:	Varies	EEO Status:	01 – Officials / Administrators

GENERAL DESCRIPTION:

Under general direction of the President of the Youth and Family Council, the Executive Director is responsible for facilitating the implementation of the Family and Children First Initiative in Richland County.

QUALIFICATIONS: An example of acceptable qualifications:

Possession of a Bachelor's degree from an accredited college or university required; possession of a Master's degree from an accredited college or university preferred; four (4) or more years of related work experience and/or training; or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess a valid Ohio driver's license and maintain insurability under the County's vehicle insurance policy. Clinical licensure (i.e., LSW, LPC, MFT) recommended. Independent clinical licensure (i.e., LISW, LPCC, IMFT) highly valued.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive:

Personal computer, printers, fax machine, telephone, copier, other standard business office equipment, motor vehicle.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); has contact with potentially violent or emotionally distraught persons; this is considered sedentary work and the employee must demonstrate the ability to perform the physical demands required of the position in accordance with the U.S. Department of Labor's physical demands strength ratings.

In cases of emergency, unpredictable situations, and/or department needs, may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

75% (1) Coordinates the implementation and continued development of the Family Children First Initiative; develops and implements the pooled fund (e.g., establishes the fund, releases request for proposals, gathers pool funders, etc.); oversees the Family Centered Service and Support funds and service coordination mechanism; provides supervision to Service Coordinator(s); overcomes policy and funding barriers; works with and participates in cross system discussion of leadership and Finance Committee; grant writing; assists with policy and program development and implementation, management, budgeting, and

Developed by:

Date Adopted: 12/29/2022

Clemans, Nelson & Associates, Inc.

Date Revised: 12/16/2022

Dublin, Ohio 43017

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problem solving; oversees FCSS and Help Me Grow early intervention funds; coordinates with chief elected officials.

20% (2) Directly manages and supervises staff (e.g., schedules and assigns tasks, interviews job applicants, recommends the hiring of job applicants, recommends discipline, recommends pay assignments, evaluates performance, receives grievances and employee complaints, authorizes and recommends the approval of leave requests, attends or participates in meetings in which policy questions are reviewed or discussed, assists with the development of policy, recommends policy changes, has access to financial data used in monitoring organization revenue and income, etc.).

(3) Attends meetings and serves on committees, as necessary; attends training and seminars, as necessary.

(4) Maintains required licensures and certification, if any, including for specific grants (i.e, early intervention, etc.)

(5) Meets all job safety requirements and all applicable safety standards that pertain to essential functions.

(6) Demonstrates regular and predictable attendance; may be required to work irregular hours.

OTHER DUTIES AND RESPONSIBILITIES:

5% (7) Performs other related duties as assigned.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*indicates developed after employment)

Knowledge of: modern computer skills and computer applications (e.g., Microsoft Office, etc.); *County, Department, and Division goals and objectives; *County, Department, and Division policies and procedures; *personnel rules and regulations; state and federal regulations; office practice and procedures; public relations; personnel administration; interviewing techniques; supervisory principles and practices; government funding; children/social service laws and/or regulations; case management; social services policies, programs, rules, and regulations; community resources; human relations; program development; organizational leadership; grant management.

Skill in: computer operation; use of modern office equipment; organization; motor vehicle operation.

Ability to: carry out instructions in written, oral, or picture form; deal with many variables and determine specific action; define problems, collect data, establish facts, and draw valid conclusions; read, copy, and record figures accurately; develop and maintain effective working relationships; think critically; be self-motivated; interpret a variety of instructions in written, oral, picture, or schedule form; maintain accurate records; exercise independent judgment and discretion; communicate effectively; select most qualified applicant according to specifications for referral; maintain confidentiality; resolve complaints from public; handle sensitive inquiries from and contacts

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with officials and general public; add, subtract, multiply, and divide; calculate fractions, decimals and percentages; prepare routine correspondence; prepare accurate documentation; compile and prepare reports; travel to and gain access to work site.

POSITIONS DIRECTLY SUPERVISED:

Service Coordinator.

(Signature of Appointing Authority)

(Date)

(Signature of Employee)

(Date)