

**INCOME MAINTENANCE**

Christine Wireman, Supervisor
Geanna England, Supervisor

HARDIN COUNTY DEPARTMENT OF JOB & FAMILY SERVICES*Helping Families*

175 W. FRANKLIN ST, STE. 150, KENTON, OHIO 43326

419-675-1130 OR 1-800-442-7346

1ST FLOOR FAX, PUBLIC ASSISTANCE 419-675-11002ND FLOOR FAX, SOCIAL SERVICES/BUSINESS OFFICE 419-674-2340www.co.hardin.oh.us/jfs**John C. Folk, Director**

Jodi Tudor, Business Administrator

**CHILDREN SERVICES**

Cheryl Osborne, Supervisor
Amy Carlson, Supervisor

VACANCY

BUSINESS ADMINISTRATOR

Classification and Pay Range: Business Administrator, Pay Range: *\$20.23 - \$30.31

*Salary will be commensurate with experience and qualifications.

Type of Position: Fulltime Permanent

Work Schedule: 40 Hr. Workweek with possibility of Flexible Work Hours

This position is in the Non-Bargaining Unit

Essential Duties:

The primary purpose of the Business Administration position is to oversee all fiscal, budgetary and human resource functions for the Hardin County Dept. of Job and Family Services. In addition, the Business Administrator will supervise lower-level personnel and or all employees assigned to perform the support functions under the jurisdiction of the Business Administrator and acts as primary contact in the Directors' absence.

See Job Description for further details.

Qualifications:

The successful candidate should have a bachelor's degree in finance, accounting, business administration, public administration or human resource. Also requires three years' experience in a position involving fiscal or budgeting responsibilities and human resource duties and one year of supervisory experience.

OR education, training and /or experience in an amount equal to the Minimum Qualification.

Qualified applicants must submit a resume and cover letter by close of business Friday June 28th, 2019 to: Director John C. Folk, Hardin County DJFS, 175 West Franklin St., Kenton, OH 43326

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