

Fayette County Department of Job and Family Services

Notice of Job Opportunity

Job Title:	Public Assistance Administrator
Posting Date:	07/17/2023
Deadline To Apply:	until filled

Department/Division: Job and Family Services- Public Assistance Division

Core Hours: Monday-Friday 7:00-5:30

Salary Range: Pay Range 15



We have an amazing opportunity for the right person to join our team!

MINIMUM QUALIFICATIONS:

Bachelor's degree in Human or Social Services, Education or Sociology, plus three years of work experience determining eligibility for Public Assistance programs, or a high school diploma or equivalent and a combination of six-years management and related work experience determining eligibility for Public Assistance Programs.

LICENSURE OR CERTIFICATION REQUIREMENTS: Must possess a valid Ohio driver's license and maintain insurability under the County's vehicle insurance policy.

OBJECTIVE: Plans, develops, implements, and monitors the income maintenance programs for the division. The Administrator performs direct supervisory functions for the division. The Administrator collaborates with community agencies, county, state, and federal agencies and provides technical assistance and training to staff within the division.

ESSENTIAL JOB FUNCTIONS:

- Performs direct supervision for the Income Maintenance division, which includes public assistance (SNAP, TANF, OWF, and Medicaid), Fraud and other programs as assigned;
- Interviews candidates for hiring, recommends hiring, promotions, and other changes to an employee's status; ensures that employees receive orientation in services and development training; monitors the work of the division through reports and available technology; ensures work is completed in a timely manner; evaluates employee performance and maintains proper records; administers discipline; advises Director and division management staff on personnel and human resource issues;
- Ensures effective communication of information to all division employees and to other divisions; provides leadership and guidance to staff in fulfilling their responsibilities; identifies, coordinates and evaluates training of employees; determines and recommends need for new staff members; conducts staff meetings; meets with subordinates regarding any grievances; assigns and reviews the work of subordinates;
- Organizes and directs the development, planning, implementation and monitoring of all programs within the division; evaluates division programs; develops and implements state and agency policy and procedure for the division; ensures and monitors operations for the compliance with state and federal guidelines; responds to

client complaints; ensures quality assurance activities; assists with emergency response situations; ensures preparation of statistical and fiscal reports; reads and analyzes new material relevant to the division programs; plans needed client services programs;

- Facilitates problem resolution; provides backup to staff within the division in their absence; coordinates complex/or confidential cases; coordinates/provides technical assistance and training to division staff and other agency employees;
- Maintains and increases knowledge and skills through attendance at meetings, conferences, training seminars and in-services training sessions; prepares and maintains records and reports; attends meetings and serves on committees/workgroups as assigned;
- Demonstrates regular and predictable attendance;
- Attends various training sessions, video conferences, and workshops.
- Performs typing, word processing, and related computer operations.

PAY RANGE BASED ON QUALIFICATIONS: \$23.63 to \$28.13 per hour, based on experience

Pay Range	Rate Type	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
15	Hourly	23.63	24.13	24.63	25.13	25.63	26.13	26.63	27.13	27.63	28.13

FRINGE BENEFITS:

- Flexible work hours offered depending on agency needs
- Medical, dental, and vision available for employee, spouse, and family
- Employee assistance program provided to employees and their households
- Wellness program for employees and spouses enrolled in a medical insurance plan
- Paid sick leave, if earned leave is available
- Paid vacation after 1 year of service
- Ohio Public Employees Retirement System (OPERS)
- Deferred compensation plans available
- Employee Relations Committee
- Gym Membership Discounts
- Training Opportunities

Qualified applicants should submit their cover letter and resume, no later than April 21, 2023, to:

Human Resources. Carla Melvin, PHR

carla.melvin@fayette-co-oh.com

Fayette County Administrative Office

133 S Main Street

Suite 402

Washington CH, Ohio 43160

Or you may apply online at:

[Jobs • Fayette County, OH • CivicEngage \(fayette-co-oh.com\)](#)

Fayette County Is An Equal Opportunity Employer (EOE)