



**Franklin County**  
**Department of Job & Family Services**  
1721 Northland Park Ave.  
Columbus, Ohio 43229

**J O B   A N N O U N C E M E N T**

**POSITION TITLE:** Center Director **PCN:** 108000  
(Non-Bargaining)

**DEPARTMENT/LOCATION:** Northland – Change & E-Gateway Services **P. R.:** N20

**REPORTS TO:** Assistant Director

**RESPONSIBILITIES:** Responsible for the efficient organization, supervision and administration of the facility, employment education, training and other services for the Center. Supervise all assigned staff. Establish procedures and policies to effectively operate the Change/E-Gateway and Centralized Scanning areas. Interpret complex Federal and State rules. Interpret and implement policies and procedures for all programs administered by the department. Responsible for all special projects, welfare reform initiatives, and for other programs contracted to the Department. Plan and administer total case management. Provide programmatic leadership for improvement of services. Review performance indicators and interview staff for promotions. Administer staff conferences and discipline. Participate in State workgroups to ensure county needs are identified and met. Conduct community outreach activities and meet with the management team. Handle routine personnel matters, interview, and make recommendations for vacant positions, complete performance evaluations and make assignments.

**MINIMUM QUALIFICATIONS:** Bachelor’s degree in business administration or related field with seven (7) years of management experience; or any equivalent combination of training and experience.

**STARTING SALARY:** \$ 32.16 per hour. 180 day probationary period.  
Plus a Comprehensive Benefits Package

**DATE POSTED:** Wednesday, July 12, 2017

**DEADLINE TO APPLY:** Tuesday, July 18, 2017

If interested, please go to <https://hr-boc.franklincountyohio.gov/job-openings/current-jobs.cfm> and apply on-line.

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