

JOB Announcement for Morrow County Commissioners

Director of Operations

Equal Opportunity Employer

Position Description

Office/Agency:	Board of Commissioners	Position Title:	Director of Operations
Dept. /Div:	Administration	Civil Service/FLSA:	Unclassified/Exempt
Reports To:	Board of Commissioners	Employment Status:	Full time
Posting Date:	July 1, 2022	Unposting Date:	Until filled

JOB RESPONSIBILITIES:

Executive level position reporting directly to the Board of County Commissioners.

Assures compliance with Ohio Revised Code and all other federal, state, and local obligations.

Serves in fiduciary role for directing/managing the following functions/departments: Human Resources/Personnel; Economic Development; Planning & Zoning; Grants Management; Jobs & Family Services; Recycling & Litter Prevention; Emergency Management and Incident Command System response; Dog Warden; Building & Grounds Department; Capital project planning and oversight; Wastewater functions oversight; Budgeting, forecasting, public information and media relations; and Financial Management. Serves as liaison with other county offices and boards such as Morrow County MRDD, Morrow County Airport Authority, the Morrow County Park District, and communications with the public.

QUALIFICATIONS:

Completion of undergraduate major coursework related to management, business, or government; or other secondary education supplemented by training and/or experience in government administration. Supervision, budgeting, contract management, strategic planning, regulatory oversight, understanding of Ohio Sunshine Laws and Ohio Ethics Law, experience with wastewater operations, and/or office practice/procedures, and five (5) years' experience in Ohio government (10 preferred) or equivalent.

ESSENTIAL FUNCTIONS OF THE POSITION:

1. Assist with the financial management of the County; Develops and prepares annual budgets, monitors receipts and expenditures to ensure compliance with original budgetary projections, forecasts and makes fiscal recommendations to the Board of Commissioners.
2. Assures compliance with all state and federal procurement and grant obligations.
3. Assists with administering, enforcing and executing policies of the Board of Commissioners.
4. Serves as Liaison for the Commissioners to other county boards and commissions, including: Morrow County Enterprise Zone/Tax Incentive Review Committee;

Morrow County Compensation and Benefit Review; Risk Management and Property; Liability Insurance Negotiation; Health Benefits Review; Safety First Committee; Records Management and Retention Committee.

5. Oversees human resources functions, such as recruitment, selection and placement, staff development, labor relations, classifications, compensations, EEO and Affirmative Action, American with Disabilities Act, employee benefits, risk management, loss control, property casualty insurance programs.
6. Provides technical advice on personnel matters and explains personnel policies and procedures to other county officials, department heads, and employees.
7. Develops personnel policies for effective implementation; investigating and resolving personnel related complaints; recommends modifications to the Morrow County Personnel Policy Manual, and ensures compliance with state and federal regulations.
8. Develops and maintains effective and supportive working relationships with elected officials, management staff, employees, and the general public.
9. Generate, review, and approve public information documents. Initiate and implement effective public information projects.
10. Act in the Commissioners' absence to make decisions regarding daily organizational functions.
11. Performs other duties as determined by the Board of County Commissioners.

SPECIFIC DUTIES RELATED TO MAJOR FUNCTIONAL RESPONSIBILITIES:

1. Coordinate and make recommendations for the County Budget, to include:
 - a. Coordinate and develop staff meetings and briefings
 - b. Create and execute budget management thru strategic planning, contract administration, bidding and purchasing, and Labor Relations.
 - c. Act in a consulting role with all county elected officials, Appointing Authorities, Boards and Department Heads.
2. Human Resources and Personnel: The Director of Operations has the overall responsibility for human resources functions; working closely with the Board of County Commissioners, Elected Officials and Department Heads, to create, update annually and administer the following:
 - a. Classification and Compensation Plan
 - b. Personnel Manual and Employee Handbook
 - c. Performance Review System
 - d. Employee Records Retention and Security
3. Community and Economic Development: the Director of Operations has the responsibility to facilitate and manage the following activities in Morrow County:
 - a. All Community Development grants

- b. Fair Housing Officer responsibilities
 - c. Morrow County Enterprise Zone/Tax Abatement
 - d. Morrow County Revolving Loan Funds
 - e. Site Location Assistance
 - f. Workforce Development Initiatives
 - g. Critical Infrastructure Planning and Coordination
4. Government Integrity
- a. Possess or Develop a Thorough Understanding of Ohio Sunshine & Ethics Laws
 - b. Conduct Ongoing Sunshine Law Training
 - c. Oversee Continuous Improvement of Ohio Open Meetings Act and Ohio Public Records Law Obligations

MINIMUM QUALIFICATIONS:

Five years experience (10 preferred) in state/county/local government; and
Knowledge and training in Ohio's Sunshine and Ethics Laws; and
Five years supervisory experience (10 preferred); and
Five years budgetary/contract management experience (10 preferred); and
Experience with public health and safety programs.

Salary: Commensurate with experience

Benefits: Ohio Public Employee Retirement System, excellent health/dental/vision benefits and paid vacation (after first year) and sick leave

Please send resume and cover letter to Ms. Cheryl Heacock, Clerk, Morrow County Commissioners, 80 N Walnut St. Mount Gilead, OH 43338