



**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:** Administrative Officer (Non-Bargaining) **PCN:** 102370

**DEPARTMENT:** Child Care - Northland Opportunity Center **P. R.:** N17

**REPORTS TO:** Deputy Director, Child Care

**RESPONSIBILITIES:** Assist in the overall day to day operations of the Child Care Department, including licensure, eligibility, change, and customer care units. Perform supervisory tasks which include: assign and review work completed, evaluate work performance, and conduct unit/individual meetings. Answer and clarify policy questions to ensure appropriate compliance. Follow up with supervisors and/or staff to ensure the concerns are resolved. Assist the Deputy Director in the administration and coordination of unit activities. Review special programs/projects; identify operational problems and make recommendations. Assume management responsibility in the absence of the Deputy Director. Consult with community and governmental agencies to establish and maintain a positive working relationship. Present information and explain program requirements, operations, goals, and objectives to community groups and organizations. Disseminate work performance expectations and goals for the units.

**MINIMUM QUALIFICATIONS:** Bachelor's degree in business or related field with three (3) years of office administration or related experience; or any equivalent combination of training.

**STARTING SALARY:** \$26.14 per hour/180 day probationary period.  
Plus a Comprehensive Benefits Package

**DATE POSTED:** Tuesday, December 1, 2015

**DEADLINE TO APPLY:** Monday, December 14, 2015

If interested, please go to [www.franklincountyohio.gov/Commissioners/hr](http://www.franklincountyohio.gov/Commissioners/hr) and apply on-line.

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