



Vacancy Announcement

Educational Service Center of Franklin County

Position Vacancy: Executive Director

Description: Under the Direction of the Director of Franklin County Job and Family Services, Children's Cabinet and Council oversees all agency functions and has responsibility for maintaining all agency programs and activities. Provides professional leadership in planning and development of cross systems services coordination for children and families in Franklin County, ensuring quality customer services, effective customer access to service, cross-system collaboration, and accurate delivery of service in providing for the well being and advocacy for children.

Minimum Qualifications:

- Bachelor's degree required in business administration, public administration, human services, human resources, psychology, sociology, social work, education or finance
- 7-10 years of administrative/managerial experience to include responsibility for managing the fiscal aspects of an organization, agency, program or operational area
- Development and implementing policies, programs laws, rules and/or regulations
- 3-5 of the years must have been as a senior manager in the human/social services field.
- Documentation of a clear criminal record (BCII, FBI)
- Complies with drug-free workplace rules and board policies

Desired Qualifications:

- Graduate degree preferred
- Previous work experience in public agencies (school district, city, county, state government)

Duties:

- Oversees all agency functions for FCFC
- Establishes oversight of the direct delivery of services throughout the community
- Provides accurate delivery of service for various programs.
- Perform and oversee fiscal duties for the entire agency.
- Preparation of accurate budgets that reflect the needs of the agency.
- Ensuring bills are paid and external services are procured according to state, federal and local guidelines and contract including performance outcomes.
- Performs public relations duties representing the agency throughout the community and at the state level

Contract: 12-month/255 day contract

Salary: Commensurate with experience and in accordance with specified salary schedule

Reports To: Director of the Department of Job and Family Services

Application Procedure: Please send letter of interest and resume to:
Tom Goodney
Deputy Superintendent & Chief of Staff
Educational Service Center
2080 Citygate Drive
Columbus, OH 43219