

**WOOD COUNTY, OHIO
POSITION DESCRIPTION**

POSITION: CSEA Program Administrator
DEPARTMENT: Job and Family Services

PAY GRADE: 11
**STATUS: Unclassified, FLSA Administrative
Exemption**

PURPOSE OF POSITION

The purpose of this position is oversee the clerical, fiscal and enforcement operations of the Child Support Enforcement unit.

ESSENTIAL FUNCTIONS

In addition to consistent and reliable attendance, the following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned. Refer to the Comprehensive Position Questionnaire (CPQ) for this position for percentages of time.

Oversees administration of the Child Support Enforcement Unit; provides strategic leadership in directing, planning, assigning, coordinating, monitoring, and supervising all functions of the unit including the monitoring of the IV-D contracts with other Wood County entities, ensuring compliance with rules, regulations, and policies.

Plans projects and programs related to the unit; develops, plans, and implements unit goals and objectives through manager and supervisors.

Manages and supervises assigned staff; plans and organizes workloads and staff assignments; interviews, recommends for hire, trains; motivates support staff, evaluates assigned staff and administers initial states of discipline i.e., verbal; reviews and standardizes work procedures; resolves employee concerns and problems; approves timesheets and requests for leave.

Develops, implements and monitors budget; initiates recommendations to management; recommends new and revised programs and unit goals; submits periodic reports to management.

Develops, implements, and monitors policies and procedures; implements applicable federal, state, and local standards, guidelines, and regulations to ensure department compliance.

Coordinates unit activities with other departmental units.

Represents the unit while interacting with other community representatives; serves as the liaison with the courts, federal, state and county child support agencies and associations; maintains a high degree of cooperation with representatives.

Conducts staff meetings; attends district and state trainings and workshops; may serve on agency boards or committees; attends meetings and court hearings.

MINIMUM QUALIFICATIONS

Bachelor's degree in Criminal Justice, Human Services or closely related field supplemented by a minimum of five years' experience in one of these fields including at least two years of supervisory experience which includes training, assessing, and evaluating or any equivalent combination of education, and experience that provides the requisite knowledge, skills, and abilities for this job. Valid driver's license required.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to perform mid to upper-level data analysis including the ability to manage data and information deciding the time, place and sequence of operations or events within an organizational framework. Requires the ability to implement decisions based on such data and overseeing the execution of these decisions.

Human Interaction: Requires the ability to provide first line supervision. Ability to persuade, convince, and train others. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations.

Verbal Aptitude: Requires the ability to utilize a variety of quality control manuals, reference, descriptive and advisory data, and information such as policies, procedures, manuals and textbooks, guidelines, and non-routine correspondence.

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Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; calculate percentages, and decimals; may require the ability to perform mathematical operations with fractions; compute discount, interest, ratios, and proportion; calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of influence systems such as supervision, managing, leading, teaching, directing, planning, coordinating, and controlling. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory, judgmental and/or subjective criteria, as opposed to criteria that are clearly measurable or verifiable.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, calibrate, tune, and synchronize, and perform complex rapid adjustment on equipment, machinery, and tools such as a computer and other office machines, and/or related materials used in performing essential functions.

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing, and pulling of moderately light objects and materials. Tasks may involve extended periods of time at a keyboard or workstation.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

Wood County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.