

**PERRY COUNTY  
CHILDREN SERVICES BOARD**

An Equal Opportunity Employer  
**POSITION DESCRIPTION**

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<b>Employee Name:</b>	<b>Position Title: Program Administrator</b>
<b>Class Number:</b>	<b>Class Title: Program Administrator</b>
<b>Dept./Div.: Administration</b>	<b>Employment Status: Full-time</b>
<b>Reports to: Executive Director</b>	<b>FLSA Status: Exempt</b>
<b>Normal Hours: 8:30 a.m. – 4:30 p.m. (Mon. – Fri.)</b>	<b>EEO Status: 01 – Officials &amp; Administrators</b>

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**GENERAL DESCRIPTION:**

Under administrative direction of the Executive Director, the Program Administrator maintains oversight of, directs the day-to-day operations of Perry County Children Services, and ensures the proper administration of the Agency’s programs.

**QUALIFICATIONS:** An example of acceptable qualifications:

Possession of a bachelor’s degree from an accredited college or university, possession of a Master’s degree preferred; five (5) or more years of related supervisory experience and/or training, or equivalent; or any equivalent combination of education, experience, and/or training which provides the required knowledge, skills, and abilities to perform the essential functions of this position.

**LICENSURE OR CERTIFICATION REQUIREMENTS:**

Must possess a valid state of Ohio driver's license and remain insurable in accordance with the agency's vehicle insurance policy.

**EQUIPMENT OPERATED:** The following are examples only and are not intended to be all inclusive:

Computer, computer software (e.g., Microsoft Office, Outlook, and other applicable computer software), printer, copy machine, calculator, fax machine, other standard business office equipment.

**INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:**

Employee has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); has contact with potentially violent or emotionally distraught persons; has exposure to life threatening situations; has exposure to hazardous driving conditions; this is considered sedentary work and the employee must demonstrate the ability to perform the physical demands required of the position in accordance with the U.S. Department of Labor’s physical demands strength ratings.

In cases of emergency, unpredictable situations, and/or department needs, may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

**JOB DESCRIPTION AND WORKER CHARACTERISTICS:**

JOB DUTIES in order of importance

**ESSENTIAL FUNCTIONS OF THE POSITION:** For purposes of 42 USC 12101:

- 35% (1) Under administrative direction, oversees the general day-to-day operations of the Agency and the care and well-being of all children in the Agency’s legal custody; plans monthly administrative meetings to advise and assist the Executive Director in formulating, considering, and approving policies relating to service to children, personnel practices, annual appropriations, and other related matters and to keep

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the Executive Director informed of the work of the Agency; assists in the development of the budget in cooperation with the Executive Director, Board, and County Auditor and presents the budget to the Board of County Commissioners; obtains the Agency’s State and Federal funds through all sources of revenue; monitors expenditures; supervises Children Services Board personnel (e.g., assigns work and provides direction, observes quality and quantity of work, monitors work to ensure legal compliance, etc.); acquires and maintains knowledge and understanding of local, state, and federal regulations affecting Agency and ensures all programs and activities conform with all applicable regulations.

- 35% (2) Performs personnel functions within the requirements of civil service, affirmative action, and other personnel policies approved by the Board; participates in the recruitment and selection of all Agency employees; reviews and approves all personnel actions and recommendations; instructs, counsels, corrects, and disciplines employees; assist in the planning and direction of Agency-wide employee training and development programs; assures the evaluation of all Agency employees; schedules, plans, and directs staff meetings.
- 10% (3) Plans, directs, and participates in Agency public relations efforts; interprets the programs of the Children Services Board to the community; maintains relationships with other agencies serving children (e.g., other social agencies, schools, local and state officials, etc.) to carry out Agency programs; establishes a working relationship with the local Department of Job and Family Services and the Ohio Department of Job and Family Services to assist in the development of county and state plans for social services to children and families; communicates and establishes and maintains effective working relationships with Agency personnel, other social service agencies and personnel, contract providers, county and other public agencies and personnel, businesses, community groups and general public; receives and responds to questions and complaints of clients, supervisors, employees, and general public.
- 10% (4) Responsible for the preparation and maintenance of all records and reports as required by statute and/or administrative regulations; reviews monthly statistics and monthly caseload sheets; approves creation of necessary forms; reviews various reports and submits to appropriate agency.
- 5% (5) Performs miscellaneous duties; attends and/or represents Agency at local and state meetings, conferences, workshops, training sessions, boards, committees, and other organizations; attends and participates in Unit and general staff meetings; remains available 24 hours per day, seven (7) days per week to assist supervisors and/or caseworkers; safeguards confidential information at all times; completes all other tasks as assigned.
- (6) Attends meetings and serves on committees, as necessary; attends training and seminars, as necessary.

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(7) Maintains required licensure or certification, if any.

(8) Meets all job safety requirements and all applicable safety standards that pertain to essential functions.

(9) Demonstrates regular and predictable attendance; ; may be required to work irregular hours.

**OTHER DUTIES AND RESPONSIBILITIES:**

5% (10) Performs other related duties as necessary.

**MINIMUM ACCEPTABLE CHARACTERISTICS:** (\*indicates developed after employment)

**Knowledge of:** modern computer skills and computer applications, including but not limited to Microsoft Office; \*County, Department, and Division goals and objectives; \*County, Department, and Division policies and procedures; \*personnel rules and regulations; government structure and process; \*Agency policy and procedures; state and federal regulations; budgeting; case management; community resources and services; employee training and development; supervisory principles and practices; interviewing; \*child welfare specific programs; human relations; human resources; customer service; office practice and procedures; social services policies, programs, rules, and regulations.

**Skill in:** oral communications; interviewing; computer operation; use of modern office equipment; organization; data entry.

**Ability to:** carry out detailed instructions in written, oral, or picture form; apply management principles to solve agency problems; answer routine questions/inquiries; refer clients to appropriate staff/program; explain program processes; deal with many variables and determine specific action; define problems, collect data, establish facts, and draw valid conclusions; read, copy, and record figures accurately; develop and maintain effective working relationships; interpret a variety of instructions in written, oral, picture, or schedule form; maintain accurate records; exercise independent judgment and discretion; work independently; communicate effectively; maintain confidentiality; resolve complaints from public; handle sensitive inquiries from and contacts with officials and general public; add, subtract, multiply, and divide; calculate fractions, decimals and percentages; prepare routine correspondence; prepare accurate documentation; compile and prepare reports; travel to and gain access to work site.

**POSITIONS DIRECTLY SUPERVISED:**

Intake Supervisor, Ongoing Supervisor, Foster Care & Adoption Supervisor, Finance & Operations Supervisor

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(Signature of Appointing Authority)

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(Date)

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(Signature of Employee)

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(Date)