



# Carroll County Commissioners

119 S. Lisbon Street  
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Carrollton, Ohio 44615

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[www.CarrollCountyOhio.us](http://www.CarrollCountyOhio.us)

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## Commissioners

*Donald E. Leggett II \* Christopher R. Modranski \* Robert E. Wirkner*

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### CAREER OPPORTUNITY

#### COUNTY JOB & FAMILY SERVICES DIRECTOR

The Board of Commissioners of Carroll County, Ohio is accepting resumes to fill the position of County Job & Family Services Director. The primary purpose of this position is to oversee all agency functions; develops, implements, and monitors all policies and procedures to ensure compliance with State and Federal guidelines; develops, implements, and monitors annual program plans and budgets; coordinates services with local, State, and Federal agencies; provides direct supervision to agency supervisors and indirect supervision to all agency employees; determines need for new staff members; interviews applicants and makes recommendations to County Commissioners for hiring of new employees; oversees fiscal duties; conducts and attends meetings and training sessions; performs public relations duties; and performs other duties as required or assigned. Applicant must possess a bachelor's degree in business administration, public administration, human resources, social work, finance, or a related field. Applicant should also have 5 years of administrative/managerial experience with at least 2 years as a supervisor. Starting salary is \$38.79 per hour and excellent benefits are provided. A job description can be found at <https://carrollcountyohio.us/public-notices/> under the Bid Notices heading.

**To apply, please send resume to the Board of Commissioners of Carroll County Ohio, 119 S. Lisbon St., Suite 201, Carrollton, OH 44615 by October 30, 2024 at 3:00 p.m.**

**Resumes may be mailed at your own risk, hand delivered to the Commissioners' office, or emailed to [cmodranski@carrollcountyohio.us](mailto:cmodranski@carrollcountyohio.us) and [mschaar@carrollcountyohio.us](mailto:mschaar@carrollcountyohio.us).**

For the Board of Commissioners  
of Carroll County, Ohio

A handwritten signature in blue ink that reads "Melissa N. Schaar".

Melissa N. Schaar, Clerk  
[mschaar@carrollcountyohio.us](mailto:mschaar@carrollcountyohio.us)