

# RICHLAND COUNTY CHILDREN SERVICES



## Job Posting: EXECUTIVE DIRECTOR

**Date Posted:** September 16, 2024, through October 15, 2024

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- Position Title:** EXECUTIVE DIRECTOR
- Status:** Unclassified/FLSA Exempt
- Available:** As determined by the RCCS Board and successful candidate
- Salary:** Commensurate with Experience

Richland County has a rich history of providing for the safety and welfare of its youngest citizens. In 1883, the “*Richland County Child Welfare Board*” established the first home for children in Mansfield. Over the years, services and operations have evolved with our changing society. However, the Board’s primary focus has remained intact. In 2023, Richland County Children Services, through its staff of 97 dedicated professionals and budget of over \$13,000,000, provided services to 1,775 alleged child victims and their families.

Consistent with the core values of the Richland County Children Services Board, the Executive Director will direct the agency in its mission to “*lead our community in assuring the safety, well-being and permanency of children at risk of abuse and neglect.*” Within policy guidelines and applicable law, the Executive Director provides overall leadership to the agency and is ultimately responsible for all aspects of its operation. The Executive Director will develop and oversee agency policy, procedures, goals, and objectives in all areas, including communications, legal, finance, personnel, program, and service. The Executive Director will ensure agency compliance with statutory and administrative rule requirements.

The Executive Director is committed to leading the organization in a manner that upholds the Guiding Principles set by the RCCS Board. The Executive Director will work respectfully and effectively with people of all cultures, classes, races, genders, ethnic backgrounds, religions, sexual orientation, mental and physical abilities, and appearances in a manner that recognizes, affirms and values the worth of individuals, families and communities, and protects and preserves the dignity of each.

### Qualifications:

- Master’s degree in social work or other relevant graduate degree; and
- A minimum of ten (10) years’ work experience in child welfare with a minimum of three (3) years supervising a major department, division, or agency.

Or

- An equivalent combination of education, training, and pertinent experience.
- *LSW/LISW or LPC/LPCC eligibility for licensure by the state of Ohio (Preferred)*

In addition to the above requirements, the successful candidate must be bondable as required by Ohio law and must maintain personal vehicle liability insurance as required by Richland County and RCCS policies.

**Representative Job Responsibilities shall include but not be limited to the following:**

### **Community Relations**

- Be knowledgeable about and provide leadership regarding services available to meet the needs of children and families in the community.
- Advise the community of agency and client needs and services and ensure a positive image of the agency is projected through effective advocacy, both written and verbal.
- Maintain a positive working relationship with the public.
- Represent the agency in collaborative groups, committees, and other forums.
- Coordinate agency programs and activities in collaboration with other social service and community agencies.
- Communicate effectively with schools, community groups, and/or special interest groups regarding child abuse and/or neglect or other agency issues.
- Organize tax levy campaigns.
- Maintain a positive working relationship with the county board of commissioners, local civic leaders, news media, and community organizations to enhance service to children.
- Present as a capable, articulate and effective public speaker.

### **Planning and Development of Goals and Objectives**

- Lead the development and implementation of a strategic process to identify short and long-term goals and objectives in support of the mission and vision of the agency.

### **Program and Direct Services**

- Make recommendations to the Board as to the addition, expansion, deletion or reduction of service or programs to assure the safety of children.
- Set and maintain standards of services through supervision of management staff.
- Develop policy for Board approval and implement effective procedures.
- Ensure all programs model best child welfare practice.
- Lead staff in developing and updating services and seeking demonstration grants.
- Ensure the availability of professional expertise and experience.
- Ensure compliance with applicable laws and regulations of state and federal agencies.
- Interpret and maintain current knowledge of Ohio Department of Jobs and Family Services rules and regulations.
- Ensure compliance with all applicable standards of practice.

### **Child Advocacy**

- Interact with government and professional organizations to advocate for legislative and policy changes that enhance outcomes for children and families.
- Advocate for children and families within the community.

### **Board Relations**

- Foster an open, ongoing, collaborative and respectful relationship with the Board.
- Keep the Board informed, in a timely manner, of agency needs, progress, and problems through written and/or verbal communication.
- Prepare an annual report.
- Implement policies adopted by the Board and provide guidance on conditions requiring a need for program and/or policy change.

### **Personnel Management**

- Promote a positive and safe working environment for agency staff.
- Ensure the recruitment, screening, appointment, discipline and removal of staff in a manner that complies with Board policies and applicable legal standards.
- Ensure staff development through compliance with training requirements and timely and effective employee performance evaluations.
- Assist Human Resources in the administration of progressive discipline and in resolving employee complaints.
- Ensure effective communication of information to all employees.
- Determine necessary staffing and assignment of jobs.

### **Fiscal and Facility Management**

- Oversee the overall fiscal status of the agency and its operation within an established annual budget.
- Inform the Board of agency financial needs through submission of annual budgetary requests and periodic reports of regular and special expenditures.
- Seek new funding sources and assist in the preparation of requests for other possible funds, public and donated.
- Seek new and expanded sources of funding and meet criteria for such funding.
- Inform the Board of special needs which cannot be handled within the allocated budget.
- Secure and manage agency supplies, equipment, vehicles and facilities.
- Negotiate, develop, and implement county inter-agency agreement for cooperative and contractual services.

### **Miscellaneous**

- Attend meetings and serve on temporary committees, as requested.
- Prepare and maintain records and reports.

- Maintain and increase knowledge and skills through attendance at meetings, conferences, training seminars, and in-service training sessions.
- Perform additional duties and assignment as requested.
- Raise funds as directed by the Board.

### **Work Hours**

- The Executive Director will work a regular schedule from 8:00 am to 4:30 pm, Monday through Friday, with the potential for flexible scheduling. In addition, this position may require work beyond standard Agency office hours as necessary to meet the needs of the Agency and to complete assigned tasks, including on holidays, weekends, and on call as needed.

**Work Location:**        **Richland County Children Services**  
                                 **731 Scholl Road**  
                                 **Mansfield, OH 44907**

***Interested candidates meeting the minimum qualifications as set forth should submit a Letter of Interest, Resume, and an RCCS Employment Application (Required for consideration; available on Agency Website) to:***

*Sarah Soliday, Human Resources Manager*  
*Richland County Children Services*  
*731 Scholl Road*  
*Mansfield, Ohio 44907*  
*[www.richlandcountychildrenservices.org](http://www.richlandcountychildrenservices.org)*  
*Phone: 419-774-4100*  
*Fax: 419-774-4103*  
*[Sarah.Soliday@jfs.ohio.gov](mailto:Sarah.Soliday@jfs.ohio.gov)*

RCCS is an Equal Opportunity Employer and does not discriminate based on race, color, national origin, sex, sexual orientation, genetic information, religion, age, disability or military status in employment or the provision of services.