

Administrative Assistant 3

Franklin County Children Services is seeking a highly motivated individual who reports directly to the Director of Data Management (DM) and aids with overseeing the activities and planning of regional DM units across the various FCCS locations. Employee coordinates, supervises and brings continuous improvements to the DM Department and works collaboratively with various departments throughout the agency to ensure effective data management and support services that meet customers' needs. Employee must demonstrate strong leadership and competence throughout all aspects of job duties, while directing staff responsible for various DM functions.

Ensures effective management of the workflow and productivity within the DM department; identifying, developing, and implementing new processes to impact effectiveness and making adjustments as needed; leading staff in effective implementation of new processes and/or unit changes; monitoring staff performance and unit workloads for timeliness and quality of work product; providing development opportunities; transmitting decisions and directives; producing statistics and reports as assigned; creating and updating policies/procedures and maintaining/assisting with the creation of the DM handbook and desk manual.

Advantages of Working at Franklin County Children Services:

- Health Care Benefits - Medical/Dental/Vision/RX/Mental Health/EAP
- Life Insurance Plans
- 10 Paid Holidays, 5 Personal Days and 2 Weeks' Vacation after your first year!
- We contribute 8.5% of your OPERS contribution
- Tuition Reimbursement
- College loan repayment and Perkins Loan Deferment/Pay-Off
- Longevity Pay/Length of Service Pay
- Opportunities for Advancement!

Qualifications:

- The preferred candidate will have a bachelor's degree in business administration or a related area; minimum of four years of supervisory experience as well as with data entry, word processing and computer systems. Demonstrated administrative skills and capacity to effectively manage interconnected data systems. Excellent oral and written communication skills; strong leadership and collaboration skills.
- Six courses in business administration, management science, public administration, supervision (or six months experience); six courses in public administration (or six months experience); one course in employee training and development (or 1-month experience); or equivalent.
- All positions are subject to a criminal background, fingerprinting, employment verification, and motor vehicle report check. Also, all offers of employment are contingent on receipt of a negative pre-employment drug test.

How Do I Apply?

Please send resume and cover letter to fccshr@fcs.us.

You can view a complete position description and get additional details about openings on our website at <http://childrenservices.franklincountyohio.gov/about/employment.cfm>