

AUGLAIZE COUNTY DEPARTMENT OF JOB & FAMILY SERVICES

12 N. Wood Street

Wapakoneta, OH 45895

Phone: 567-242-2700 * Fax: 567-242-2735

Julie A. Gossard, Director

Alicia R. Wireman, Assistant Director

WEBSITE: WWW2.AUGLAIZECOUNTY.ORG

**AUGLAIZE COUNTY DEPARTMENT OF JOB & FAMILY SERVICES
JOB OPPORTUNITY**

Date Posted: July 9, 2026

Deadline: Until Filled

**CLASSIFICATION: Business Administrator
Unclassified**

PAY RANGE: 25

POSITION NUMBER: 10001.0

HOURS OF WORK: 8:00AM TO 4:30PM

SUPERVISOR: Julie Gossard

SEND RESUME FOR OUTSIDE BID OR INTERNAL BID FORM TO:

Julie Gossard, Julie.Gossard@jfs.ohio.gov

THIS POSITION IS:

Permanent__XX Full-Time__XX__ Part-Time__ Intermittent__

MINIMUM QUALIFICATIONS: Possession of a Bachelor's Degree from accredited college or university in one of the following or related fields: public administration, human services, business administration, human resources, or social work; one (1) year of supervisory experience, and two (2) or more years of related experience and/or training; or any equivalent combination of training, education, or experience which provides the required knowledge, skills, and abilities to perform the essential functions of the position. Must have excellent verbal and written communication skills. Must be able to read, write, speak, and understand the English language.

Must possess a valid Ohio driver's license and maintain insurability under the County's vehicle insurance policy.



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JOB DUTIES: Supervises assigned employees (e.g., schedules, assigns and reviews work; evaluates performance of employees; ensures all work is in adherence to departmental standards and pertinent government regulations; recommends oral and written reprimands, suspensions and terminations; administers personnel actions (e.g. leave of absences, timesheets, etc.); authorizes sick and vacation leave; recommends pay adjustments; provides training, guidance and direction; receives employee grievances and complaints and adjusts them; reviews work of employees; oversees staffing; attends and participates in meetings in which policy questions are reviewed and discussed; make recommendations for changes and assists with the development of agency policy and procedures; interviews job applicants and makes recommendations for hire; facilitates team meetings to advocate for children to remain safely in the community, etc.); communicates team plans with the court and community partners; advises the Director of unit needs and/or concerns providing a potential solution; consistently and continually represents the Agency in a positive and professional manner; provides appropriate internal and external service.

Conducts all Human Resources activities for the Agency, completes payroll, tracks employee leave time accrual and usage; develops new procedures, policies, and programs; oversees the benefit budgeting process; has access to financial data used in monitoring agency revenue and income and oversees fiscal activities; maintains contact with the Auditor's office regarding payroll, invoices, tracking of grants of funds to avoid over-spending; administers various contracts; serves as the Random Moment Sampling (RMS) Coordinator. Serves as back-up to Director when Director is absent.

Applicants needing accommodation for completing application or interview, please contact Julie Gossard at 1-567-242-2700.

Auglaize County does not discriminate on the basis of race, color, national origin, sex, religion, age, disability, or veteran status in the employment of the provision of services.



AUGLAIZE COUNTY

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POSITION DESCRIPTION

Cover Page 1 of 2

Agency:	Board of Commissioners	Employee Name:	Vacant
Class Title:	Business Administrator	Position Title:	Business Administrator
Class Number:		Position Number:	10001.0
Dept./Div.:	Job and Family Services	Civil Service Status:	Unclassified ORC 329.021
Unit:	Business Unit	Employment Status:	Full-time
Reports To:	Director	FLSA Status:	Exempt
EEO Status:	(01) Officials/Administrators	DOT/O*Net Code:	195.117-010/ 11-9151.00
		Normal Work Hours:	Weekdays 8 a.m. – 4:30 p.m.

QUALIFICATIONS: An example of acceptable qualifications:

Possession of a Bachelor's Degree from accredited college or university in one of the following or related fields: public administration, human services, business administration, human resources, or social work; one (1) year of supervisory experience, and two (2) or more years of related experience and/or training; or any equivalent combination of training, education, or experience which provides the required knowledge, skills, and abilities to perform the essential functions of the position. Must have excellent verbal and written communication skills. Must be able to read, write, speak, and understand the English language.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess a valid Ohio driver's license and maintain insurability under the County's vehicle insurance policy.

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

Computer, copier, phone, fax machine, and other standard/modern office equipment; scanners; motor vehicle; computer software (e.g., Microsoft Office and other applicable software).

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); ascends and/or descends stairs; exerts up to 10 pounds of force occasionally, and/or a negligible amount to lift, carry, push, pull, or otherwise move objects; is regularly required to stand, walk, and sit.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered sedentary work.

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

Developed by:

Date Adopted:

Clemans, Nelson & Associates, Inc.

Date Revised:

Dublin, OH 43017

11/14/2013 PDAUGJS 00121565.DOCX }

AUGLAIZE COUNTY

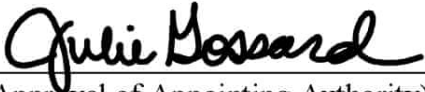
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POSITION DESCRIPTION

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Agency:	Board of Commissioners	Employee Name:	Vacant
Class Title:	Business Administrator	Position Title:	Business Administrator
Class Number:		Position Number:	10001.0
Dept./Div.:	Job and Family Services	Civil Service Status:	Unclassified ORC 329.021
Unit:	Business Unit	Employment Status:	Full-time
Reports To:	Director	FLSA Status:	Exempt
EEO Status:	(01) Officials/Administrators	DOT/O*Net Code:	195.117-010/ 11-9151.00
		Normal Work Hours:	Weekdays 8 a.m. – 4:30 p.m.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed my position description, and that I understand the contents of the position description. Additionally, my signature below acknowledges that I have been informed the position of Business Administrator is in the unclassified service per Ohio Revised Code ("O.R.C.") Section 329.021 and that I serve at the pleasure of the appointing authority and have no protection under the laws of Ohio.


(Approval of Appointing Authority)

07/09/2026
(Date)

(Employee Signature)

(Date)

Date Adopted:
Date Revised:

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POSITION DESCRIPTION

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Agency:	Board of Commissioners	Employee Name:	Vacant
Class Title:	Business Administrator	Position Title:	Business Administrator
Class Number:		Position Number:	195.117-010/ 11-9151.00
Dept./Div.:	Job and Family Services	Reports To:	Director
Unit:	Business Unit		

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

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

- 40% (1) Supervises assigned employees (e.g., schedules, assigns and reviews work; evaluates performance of employees; ensures all work is in adherence to departmental standards and pertinent government regulations; recommends oral and written reprimands, suspensions and terminations; administers personnel actions (e.g. leave of absences, timesheets, etc.); authorizes sick and vacation leave; recommends pay adjustments; provides training, guidance and direction; receives employee grievances and complaints and adjusts them; reviews work of employees; oversees staffing; attends and participates in meetings in which policy questions are reviewed and discussed; make recommendations for changes and assists with the development of agency policy and procedures; interviews job applicants and makes recommendations for hire; facilitates team meetings to advocate for children to remain safely in the community, etc.); communicates team plans with the court and community partners; advises the Director of unit needs and/or concerns providing a potential solution; consistently and continually represents the Agency in a positive and professional manner; provides appropriate internal and external service.
- 35% (2) Conducts all Human Resources activities for the Agency, completes payroll, tracks employee leave time accrual and usage; develops new procedures, policies, and programs; oversees the benefit budgeting process; has access to financial data used in monitoring agency revenue and income and oversees fiscal activities; maintains contact with the Auditor's office regarding payroll, invoices, tracking of grants of funds to avoid over-spending; administers various contracts; serves as the Random Moment Sampling (RMS) Coordinator.
- 20% (3) Participates in personnel activities, has access to employee personnel files; serves as back-up to Director when Director is absent.
- (4) Attends training sessions and reads technical manuals, and related literature to maintain up-to-date knowledge of current developments in the social services field; attends meetings and represents the department at state and local conferences and seminars.
- (5) Maintains required licensures, certifications, and continuing education requirements, if any.
- (6) Meets all job safety requirements and all applicable safety standards that pertain to essential functions.

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Unit:	Business Unit		

(7) Attends professional education and training sessions, seminars, and workshops as directed.

OTHER DUTIES AND RESPONSIBILITIES:

5% Performs other duties as required.

MINIMUM ACCEPTABLE CHARACTERISTICS: (* indicates developed after employment)

Knowledge of: *Federal, state and local laws/rules pertaining to the Department of Job and Family Services; interviewing practices; training and development practices; administrative practices; supervisory principles and practices and disciplinary procedures; * Statewide Automated Child Welfare Information System (SACWIS); training and development practices; *county, department, and division goals and objectives; *county, department, and division policies and procedures; financial matters and the funding rules and regulations pertaining to the agency; human resources management; payroll; work place safety; office practices and procedures.

Skill in: use of modern office equipment; data entry; fiscal monitoring; customer service; active listening (giving full attention to what other people are saying and taking time to understand the points being made); critical thinking (using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to them); judgement and decision making (considering the relative costs and benefits of potential actions to choose the most appropriate one.)

Ability to: carry out instructions in written, oral, picture or schedule form; deal with problems involving several variables within a familiar context; recognize unusual or threatening conditions and take appropriate action; prepare accurate documentation; maintain records according to established procedures; respond to routine inquiries from public and/or officials; communicate effectively with a diverse public and professional audience; understand a variety of written and/or verbal communication; exercise independent judgment and discretion; make independent decisions; compile and prepare reports; gather, collate, and classify information; travel to and gain access to work site; develop and maintain effective working relationships with internal and external stakeholders; perform job safely.

POSITION NUMBERS AND CLASS TITLES OF POSITIONS DIRECTLY SUPERVISED:

Clerical Specialist IV, Account Clerk II, Fiscal Specialist

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