

**GREENE COUNTY BOARD OF COMMISSIONERS  
invites applications for the position of:**

## **Director-REVISED**

---

|                      |                           |
|----------------------|---------------------------|
| <b>SALARY:</b>       | Depends on Qualifications |
| <b>OPENING DATE:</b> | 12/29/17                  |
| <b>CLOSING DATE:</b> | 01/14/18 11:59 PM         |

**DESCRIPTION:**

The third level of a three level series. The purpose of the Director 3 classification serves as the chief operating position for very large & complex departments. It is distinguished from the other levels based on the size of the department and complexity of the operation.

**DUTIES/RESPONSIBILITIES:**

(These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Interacts with general public, Division employees & County officials by receiving & answering inquiries & resolving complaints: represents the Department at meetings, hearings, etc., presides over auxiliary or advisory committees & boards; participates in training programs & seminars to maintain professional status on new engineering & management techniques.

Researches, surveys, analyzes information, materials & programs to provide technical information & advice in Office of Sanitary Engineering decision making: develops new policies & programs; plans, organizes, develops, controls, budgets, promotes, reviews & evaluates all Sanitary Engineering goals & objectives to insure compliance with county, state & federal guidelines.

Plans & develops internal & external communication programs & techniques designed to promote & improve public awareness & understanding of departmental goals & objectives: maintains accurate records of Department functions/projects for future reference.

Supervises subordinate personnel: recommends hiring, removal & disciplinary action, approves leave requests; evaluates, personally or through subordinate managerial personnel, all personnel involved with the implementation of Department goals & objectives; evaluates managerial personnel to determine efficiency of overall operations.

Collates & assesses Department needs & submits an annual budget projecting revenues & expenditures: develops, maintains & updates 5-year capital improvement plan.

**MINIMUM QUALIFICATIONS:**

Completion of undergraduate core program in business or public administration or closely related area; certifications and/or licenses as related to the assigned area; 10 yrs. exp. in business or public administration; 5 years progressively responsible managerial experience, including 2 years of senior managerial responsibilities related to the assigned area/programs; and/or equivalent of Minimum Class Qualifications For Employment noted above.

Licensing Requirements: Advanced Licenses (Class III or IV) in Waste Water and/or Water Treatment  
Valid Ohio Driver's License

**UNUSUAL WORKING CONDITIONS:**

Travel may be required.

Stooping, crouching, reaching, repetitive motion, exerting up to 10 lbs. of force occasionally to lift carry, push, pull or otherwise move objects.

**SUPPLEMENTAL INFORMATION:**

Formulates & sets policy; directs development of plans for all department functions; directs development of large departmental budget, organizational structure, & staffing patterns.

Implements programs through complex decision process involving intensive research, coordination, & cooperation within department & with other departments & other entities.

Represents the County and Commissioners at meetings and in public forums. Responds to media inquiries and inquiries from the public on behalf of the County and the Commissioners.

Meets with County Administrator and Board of County Commissioners to explain departmental operations, identify opportunities for service improvements, and business needs and opportunities.

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

,

Position #17-00262  
DIRECTOR-REVISED  
JW

[hr@co.greene.oh.us](mailto:hr@co.greene.oh.us)

**Director-REVISED Supplemental Questionnaire**

\* 1. County Driver Eligibility Standard: Do you have 3 or more moving violations in the past 3 years?

Yes No

\* 2. County Driver Eligibility Standard: Do you have a suspended license?

Yes No

\* 3. Do you have a Bachelor's Degree in business, public administration or closely related field?

Yes No

\* 4. Do you have a current license as a Professional Engineer?

Yes No

\* 5. Do you have 10 years of experience in business or public administration?

Yes No

\* 6. Do you have 5 years of progressively responsible managerial experience, including 2 years of senior managerial responsibility related to Sanitary Engineering?

Yes No

\* Required Question