

MIAMI COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES

JOB ANNOUNCEMENT

JOB TITLE: Child Support Supervisor/ Case Manager Supervisor 1

1 Full-time Position

Salary: DOQ

NATURE OF JOB: Responsible for day to day operations of the Child Support Enforcement Agency, a division of Job and Family Services. Position includes supervision of case management and training staff. Responsible for compliance with state and federal law relating to child support enforcement. Develops and implements projects or initiatives to improve collection and enforcement of child support. Performs public relations duties.

MINIMUM QUALIFICATIONS:

- Completion of Bachelor's degree in social work, public administration, management, or related field, two (2) years-experience in a public service agency with knowledge of child support programs, policies and procedures and three (3) years of Supervisory experience,
- Completion of two years technical training plus two (2) years-experience in a public service agency with knowledge of child support programs, policies and procedures and three (3) years of Supervisory experience, or
- Education, training and/or experience in an amount equal to the Minimum Qualifications stated above.

ADDITIONAL REQUIREMENTS:

This position requires excellent verbal and written communication skills with the ability to establish and maintain effective communication and working relationships with others. You must have prior leadership experience with the ability to plan, organize and delegate work; evaluate the performance of staff while maintaining a productive and effective work load.

METHOD OF APPLICATION AND DEADLINE: All interested applicants may acquire an application at [Ohiomeansjobs](http://Ohiomeansjobs.com) Miami County, 2040 North County Road 25-A, Troy, OH 45373 between the hours of 7:00 a.m. to 6:00 p.m. Monday and 8:00 a.m. to 5:00 p.m. Tuesday through Friday. Applications may also be accessed through the Miami County web site at www.miamicountyohio.gov. Applications must be submitted via the website or returned to the above address by 5:00 p.m. Friday, June 22, 2018.

**MIAMI COUNTY JOB AND FAMILY SERVICES IS
ACCESSIBLE TO THE DISABLED
MIAMI COUNTY JOB AND FAMILY SERVICES IS AN EQUAL
OPPORTUNITY EMPLOYER**