



## **POSITION AVAILABLE:**

### **JFS Executive Administrative Assistant**

**POSTING DATE:** Wednesday, December 21, 2022  
**DEADLINE TO APPLY:** Open until filled  
**DEPARTMENT:** Job & Family Services / Administration  
**LOCATION:** Ravenna, OH  
**WORKING HOURS:** Monday – Friday, 8:00 a.m. – 4:30 p.m.  
**SALARY:** \$17.88 / hour  
**FLSA STATUS:** Classified, non-exempt

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#### **JOB OBJECTIVES:**

The primary purpose of the JFS Executive Administrative Assistant is to assist the Portage County Department of Job & Family Services (PCJFS) Director with implementing the mission and services of PCJFS. Incumbent will provide support and assistance to the PCJFS Director, Assistant Director, department administrators, managers, and supervisors by performing administrative duties which include the handling of confidential and time-sensitive materials.

#### **MINIMUM QUALIFICATIONS:**

Possession of an associate degree in Public or Business Administration and a minimum of three (3) years' experience providing clerical/administrative support to a higher level of management is required or any combination of education and experience which provides the essential knowledge, skills, and abilities. Must possess a valid Ohio driver's license and maintain continuing eligibility under the existing County driver eligibility standards.

#### **EXAMPLE OF DUTIES:**

Supports the director in preparing agendas and material for regular Board of Commissioners (BOC) meetings. Materials may include development of memos, JFS resolutions, and payroll paperwork. Communicate and collaborate with County HR relevant to Human Resource submissions and approvals on a regular basis. Maintain appointment schedules for the Director and Assistant Director; arrange and provide notification of meetings and prepare agendas; coordinate meetings among JFS Administrators, staff, and community partners; prepare meeting agendas and minutes. Solicit agenda items prior to Labor Management meetings, Administrator meetings, and All Supervisors meetings. Compile reporting of agency goals, supervisor monthly units' meetings and annual performance evaluations for the Director. Track, scan, and file agency probationary evaluations, and agency annual evaluations in personnel files. Coordinate the creation, numbering, tracking, and filing of all agency policies, procedures, and relevant forms. Track and file county and JFS agency policy/ procedure acknowledgement forms in spreadsheet and employee personnel files.

#### **HOW TO APPLY:**

- **THE COUNTY APPLICATION FORM IS REQUIRED** WHEN APPLYING FOR THIS POSITION.
- APPLICATIONS CAN BE DOWNLOADED FROM THE COUNTY WEBSITE:  
<https://www.portagecounty-oh.gov/human-resources/pages/job-opportunities>
- APPLICATIONS CAN BE FAXED, EMAILED OR MAILED:

**PORTAGE COUNTY HUMAN RESOURCES**  
**449 S. MERIDIAN STREET, 7<sup>th</sup> Floor**  
**RAVENNA, OHIO 44266**

**EMAIL: [HRD@PORTAGECO.COM](mailto:HRD@PORTAGECO.COM) / FAX: 330-298-4225**

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