



Child Support Administrator

Pay Range \$53,560 - \$91,187 annually

(Consideration for training/experience as permitted by Civil Service Law)

Summary of Job Duties and Preferred Skills and Abilities

The Child Support Administrator is primarily responsible for the effective and efficient administration of the child support enforcement program in accordance with local, state, and federal laws/regulations. Critical contacts include, but are not limited to the county courts, county commissioners, attorneys, Ohio Job and Family Services Office of Child Support, Auditor of State, and contracted providers of service. The Child Support Administrator reports to the Director.

Successful performance in this position requires skills and abilities including:

- Knowledge of legal and administrative processes relating to the establishment and enforcement of child support orders.
- Ability to build consensus among internal and external stakeholders.
- Fully proficient in associated technology including Microsoft Office, SETS, Enterprise Document Management System (EDMS) and other related systems.
- Effective written and oral communication skills that build internal and external working relationships.
- Analytical skills for sound decision making and recognition of future consequences.
- Ability to work through conflict to reach resolution and/or understanding.
- Proven ability and drive to learn complex systems.
- Ability to motivate the performance of others as a team player and team builder.
- Flexibility to respond quickly to organizational needs.

Preferred Qualifications and Experience

Three years' direct experience with administration of child support programs including establishment and enforcement processes. Three years' experience in leadership position with responsibility for staff management, operational planning, and policy development.

Minimum Civil Service Qualifications

- ✓ Two years' experience as an Assistant Program Administrator, 80131.
- ✓ **Or** Completion of undergraduate major core coursework in behavioral science or social science or in a related field. Also requires five years' experience in program administration of which two years of experience was in a supervisory position.
- ✓ **Or** Four courses or two years' experience in business administration, two courses or twelve months experience in finance, two courses or twelve months experience in accounting, two courses in social welfare or twelve months experience in social welfare or client services, one course or six months experience in human resources management, and one course or six months experience in written communication for business. Also requires five years additional experience in program administration of which two years of experience was in a supervisory position.

Candidates must document training, experience, and education to demonstrate meeting each qualification.

In addition to the oral interview, skill-based assessments may be part of the interview-selection process.

Employment applications and benefit information are available at www.mcjfs.com

THE EMPLOYMENT APPLICATION, A COVER LETTER OF INTEREST AND RESUME ARE REQUIRED.

Marion County Job & Family Services

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