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Esq.
Seneca County***

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Executive Director***

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President
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Virginia Martycz, Esq.
Member at Large
Clark County

EMPLOYMENT OPPORTUNITY EXECUTIVE DIRECTOR

The Ohio Child Support Enforcement Agency (CSEA) Directors' Association (OCDA) is seeking to fill an opening for the position of Executive Director. This position is a full-time, contract position, which includes benefits, and is FLSA exempt. The OCDA is a not-for-profit organization which serves as a vehicle to promote and strengthen the child support enforcement system through advocacy, legislation, policy development, partnerships, communication and information sharing.

POSITION OVERVIEW: The Executive Director serves as the chief staff executive for OCDA. The Executive Director reports to an elected 11-member volunteer Executive Board. This position is primarily responsible for the lead work on legislation; policy; funding; relationship development with partners, including the Ohio Department of Job and Family Services (ODJFS), federal Office of Child Support Enforcement (OCSE) and national partners; membership development and relations; and training plan development and coordination. The position is responsible for monitoring and implementing the Association Strategic Plan and Funding Strategies. The position is ultimately responsible for the management of the office, as well as Association Conferences, trainings, meetings and other functions, which are managed in coordination with OCDA Staff Members. The OCDA Executive Director represents the Board in public with professionalism, authority and expertise in the area of child support services.

QUALIFICATIONS

- Advanced Degree in Public Administration, Law, and/or other relevant field OR Bachelor's Degree and four years of experience in a combination of the following: legislative activities; association development and/or management and CSEA supervisory and leadership activities;
- Sound understanding of budgeting and Federal, Ohio & Local Government operations;
- Demonstrated knowledge of association management and volunteer engagement;
- Experience developing and conducting trainings and excellent process management and facilitation skills;
- Demonstrated knowledge of policy development and planning capabilities;
- Demonstrated superior communication, presentation and collaboration skills;
- Demonstrated knowledge of office practices and procedures and capacity to supervise, motivate and lead staff;
- Demonstrated knowledge of public relations; and
- Practice in child support is desirable.

ADMINISTRATIVE RESPONSIBILITIES

- Serve as the OCDA chief staff executive responsible for the management and oversight of activities and programs.
- Assist the OCDA Board President and Executive Board in the development and implementation of the OCDA Strategic Plan and Annual Business Plan and in the creation of policies, procedures, and updates to the Policy Manual.

- Responsible for researching, developing proposed positions and implementing positions within the Association Members, Legislators, ODJFS, and other Partners in Child Support as identified. Works to develop initiatives for policy and legislation through appropriate committees; serves as the primary lead in legislative initiatives with members of the General Assembly and lead ODJFS/OCS staff; participates in the education and negotiation among interested parties regarding the legislative and policy initiatives. In conjunction with the OCDA Senior Policy Analyst, monitors, communicates and responds to policy proposals and decisions of ODJFS/OCS; monitors any proposed legislation, communicates to membership, recommends changes as appropriate.
- Responsible for networking in the system, developing trainings and sharing of information to promote effectiveness, professionalism and improve our ability to provide services to children and families. Leads a process for monitoring, sharing and implementing best practices for our system.
- Responsible for encouraging development and implementation of OCDA Strategic Plan and Funding Strategies, following normal strategic planning methodology with Executive Board and OCDA staff, then with General Membership, in creating, adopting and implementing strategies for OCDA, related to the child support program, association funding, association protocols, member Director and Staff development, with a core goal of following our mission of improving Ohio's Child Support Program.
- Gathers, coordinates, meets and shares information with others, including attending District Meetings and coordinating agendas with District Presidents; welcoming and orienting new CSEA Directors and others; developing agendas for OCDA committees and either attending meetings or monitoring progress through minutes and attendee contacts; attending JFSOA, PCSAO, and other important organization meetings in order to network with stakeholders that are critical to Ohio's child support program.
- Researches trends, grant opportunities, publications, etc., to improve Ohio's programs. Stays abreast of Ohio County and State Grants that are awarded and assists in coordination of efforts as appropriate. Utilizes opportunities to participate in NCSEA, ERICSA and other groups in order to open networking opportunities for idea sharing.

MANAGERIAL RESPONSIBILITIES

- Responsible for managing overall office functionality, and supervising all OCDA staff. Ensure that regular, effective communications are provided to members; that the OCDA funds are managed in an acceptable and reportable manner; that conferences, trainings and meetings are scheduled and conducted successfully; that equipment usage and replacement occurs as appropriate; that staff members have established expectations that are monitored during the year; and that staff leave records and other personnel related records are maintained.

FISCAL RESPONSIBILITIES

- Account for the financial management of OCDA by assisting the Executive Board in developing and implementing the annual budget, participating on the OCDA Financial Committee, and ensuring compliance with the approved budget.
- Supervise annual budget, including review and approval of expenditures and monthly financial statements, under the direction of the Executive Board.
- Provide annual budget framework for review and approval by the Executive Board

PROFICIENCIES: The successful candidate will possess the abilities to interpret a variety of instructions in written, oral, pictorial or schedule form; deal with problems involving several variables within familiar context; define problems, collect data, establish facts, and draw valid conclusions; complete routine forms; prepare routine correspondence; prepare accurate documentation; compile and prepare reports; write and/or edit documents for publication; proofread technical materials, recognize errors and make corrections; respond to routine inquiries from members, public and/or officials; communicate effectively; understand a variety of written and/or verbal communications; gather, collate and classify information; maintain records according to established procedures; answer routine telephone inquiries; develop and maintain effective working relationships.

APPLICATION: For consideration, please submit a cover letter, resume, list of 3 personal and 3 professional references and salary history (absolutely required) on or before April 19, 2016 to Penny Jacobs-Theis, President OCDA Executive Board, 1103 Schrock Road, Suite 309, Columbus, Ohio 43229 or via email at tiffany@ocda.us.

THE OCDA IS AN EQUAL OPPORTUNITY EMPLOYER