



PERRY COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

www.perrydd.org

David C. Couch, Superintendent

JOB POSTING – Internal and External Posting

POSITION:

SERVICE AND SUPPORT ADMINISTRATION DIRECTOR

The SSA Director is primarily responsible for providing leadership to the SSA Department by ensuring services and supports for people with disabilities are effectively coordinated and supported through strategic planning activities, administrative supervision, and program direction. The SSA Director also leads the assignment of duties for employees in the SSA Department.

SUPERVISOR:

SUPERINTENDENT

REQUIREMENTS/QUALIFICATIONS:

- Bachelor's degree required, preferably in the fields of social work, education, or criminal justice
- 4 years of full-time, supervised, paid work experience in programs or services for people with developmental disabilities; eligible for DODD Service and Support Administration supervisor certification
- Demonstrated leadership with a minimum of 5 years supervisory experience
- Demonstrated experience with long and short range planning
- Experience in effectively collaborating with community resources and governmental agencies
- Current and valid Ohio driver's license with own transportation and acceptable driver's abstract in order to meet criteria for insurability

KNOWLEDGE/SKILLS/ABILITIES:

- Excellent communication skills (verbal, written, and interpersonal)
- Strong organizational and time management skills
- Requires proficient knowledge and regular use of multiple information systems
- Robust leadership skills with demonstrated, successful outcomes
- Ability to maintain confidentiality of records, information and program matters
- Ability to tolerate a high level of stress and work under pressure of deadlines
- Demonstrate emotional intelligence, flexibility, and adaptability regarding change and unpredictable environments
- Ability to lead strategically, stimulate creativity, and motivate and inspire higher levels of performance

STATUS/SALARY:

- Position is unclassified, salaried, contract position; Exempt management employee
- Salary commensurate with education and experience

LOCATION:

445 West Broadway Street, Suite C, New Lexington, OH 43764

SCHEDULE:

Flexible working hours; but routinely work 40 or more hours per week, Monday-Friday. Schedule may include work after normal business hours.

APPLICATION PROCESS: Visit www.perrydd.org and download the *Employment Application* form. Forward applications/resumes to Jessica Stroup, Human Resources Manager: 499 North State Street, New Lexington, OH 43764. Information can also be emailed: j.stroup@perrydd.org or faxed: 740-342-1081.

Interviews will be scheduled only for those candidates who best meet the above requirements.

POSTING EFFECTIVE DATE: Friday, August 4, 2017

POSTING REMOVAL DATE: Friday, August 25, 2017

Administrative Office
499 N. State St.
New Lexington, OH
43764
(P) 740-342-3542
(F) 740-342-1081

PerCo, Inc.
2235 St. Rt. 13 NE
New Lexington, OH
43764
(P) 740-342-5156
(F) 740-342-3255

Service Coordination
445 W. Broadway St.
Suite C
New Lexington, OH
43764
(P) 740-342-0416
(F) 740-342-5568

Help Me Grow
128 S. Main St.
New Lexington, OH
43764
(P) 740-342-7722
(F) 740-342-0418

Activity Center
5720 St. Rt. 345 NE
New Lexington, OH
43764
(P) 740-342-3905
(F) 740-342-3905