HCBDD
Hocking County Board of Developmental Disabilities

Jill Squires, Superintendent

1369 E. Front Street
P. O. Box 387
Logan, OH 43138

Ph: (740) 385-6805
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INTERNAL JOB POSTING

POSITION TITLE:	Coordinator of Administrative Services
LOCATION:	Administrative Offices
IMMEDIATE SUPERVISOR:	Director of Finance
HOURS/WORK YEAR:	40 hours/week; flexible schedule; Management contract
SALARY RANGE:	Commensurate with experience
PRIMARY FUNCTION AND DESCRIPTION OF WORK:	See attached Job Description
DESIRABLE QUALIFICATIONS:	See attached Job Description Associates Degree in Business, Accounting or Human Resources or Related Field
STATE CERTIFICATION REQUIREMENTS:	See attached Job Description
DEADLINE FOR APPLICATION:	11/30/26

If you are interested, please submit letter of intent to Jill Squires by the deadline.

Posted Internally 11/18/26

HOCKING COUNTY BOARD OF
AND DEVELOPMENTAL DISABILITIES

POSITION DESCRIPTION
COORDINATOR OF ADMINSTRATIVE SERVICES

NORMAL WORKING HOURS: 8:00 a.m. to 4:00 p.m.

IMMEDIATE SUPERVISOR: Director of Finance

DEPARTMENT: Finance

SPECIFICATIONS:

This is a management position. Maintains accounts payable and receivable and compiles all payroll for Hocking County Board of Developmental Disabilities (HCBDD) staff. Maintains record of sick, vacation and personal leave for all county board staff. Maintains all personnel files for county board staff. Maintains all certification/registration for county board staff as required by the Ohio Department of DD.

As an employee of the HCBDD, the job incumbent shall comply with all Board policies at all times, and shall demonstrate respect for, support the dignity of, and observe the rights of all individuals served by the agency.

DUTIES:

50% **Accounts Payable/Receivable**

Maintain accounts payable and receivable system in line with accepted accounting principles, process all invoices. Perform specialized clerical tasks requiring use of multiple computations, cross-referencing data, information, and variety of procedures (e.g., process financial and budgetary statements, purchase orders, check invoices and reconcile differences, prepare vouchers, budget reports, ordering, etc.), in preparation for Board meetings.

40% **Human Resources**

Prepare payroll on scheduled basis; maintain records of sick, vacation and personal leave; responsible to monitor for overtime situations; communicate with employees to answer questions and resolve payroll problems. Assist with confidential information and personnel records. Maintain record of certification for personnel and assist in the processing of forms. Maintain personnel records of employees' leave accrual and use. Coordinate and process all pre-employment testing. Maintain open communication with Hocking County Auditors' Office and Hocking County Treasurer's Office.

Manage state records, maintain personnel files, update file data, and process all personnel action forms and other personnel materials as required by regulations. Manage all employee insurance and retirement programs. Prepare necessary cost reports and other related fiscal reports. Maintain record-keeping information received from all county, state and federal programs and any grants or projects as required. Maintain and monitor payments received.

Assist the Superintendent with personnel issues as related to updating policies regarding personnel.

10% Assist the Superintendent in the procurement of appropriate insurance coverage to insure the preservation of board-owned assets.
Attend board meetings and other special meetings as requested by the Superintendent.
Coordinate and oversee the recruitment, hiring, and career development efforts of the county board staff.
Coordinate and oversee the orientation and training efforts of county board staff.
Serve in the capacity of the ADA and EEO monitoring officer.
Serve as hearing officer when necessary.

QUALIFICATIONS:

- Associates Degree in Business, Accounting, or Human Resources or related field.
- Human Resource experience preferred.
- Knowledge of business practices, organization, purchasing preferred.
- Knowledge of federal and state employment laws.
- Knowledge of computer operations, word processing, financial spreadsheets.
- Authorized Notary Public or ability to become Authorized Notary Public

FLSA: Professional Employee Exempt from overtime.

PROBATIONARY PERIOD: Management employee per contract

STATUS: Full time, unclassified, confidential management position per contract.

NOTE: Working conditions may exist that are not such as normally exist in the occupation of the public employee. These conditions may include exposure to blood borne pathogens, communicable disease, potentially infectious material, and/or aggressive behavior.

The Hocking County Board of DD does not discriminate in provisions of services or employment because of handicap, race, color, creed, national origin, sex, or age.

ESSENTIAL FUNCTIONS OF THE POSITION
FOR THE PURPOSE OF 42 USC 12101 and OAC 41123-5-08:

COORDINATOR OF ADMINISTRATIVE SERVICES

1. Prepare and maintain record, files, correspondence, reports, and other documents.
2. Communicates effectively regarding departmental responsibilities to individuals requesting services and their families, school districts, other agencies, ODDD, providers, and HCBDD staff.
3. Maintains a valid Ohio Driver's license and acceptable driving record.
4. Complies with professional ethical standards.
5. Maintains and follows strict confidentiality on all issues involving the Superintendent executing all his duties.
6. Participates in conferences, meetings, workshops, seminars and on committees as required.
7. Demonstrates regular and predictable attendance.
8. Shall comply with Safety Rules established for the purpose of fulfilling compliance with Ohio Employment Risk Reduction Standards, Rules, or Orders, through the utilization of protective equipment and decontamination techniques.
9. Complies with the Individual Bill of Rights.
10. Acts in the best interest of the Hocking County Board of Developmental Disabilities.

BOARD APPROVED: July 1, 2013
EFFECTIVE: November 18, 2026

_____ __/__/__
Superintendent

Employee: I have read and understand this job description.

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