

Clinton County

Court of Common Pleas

Juvenile Division

Chad L. Carey, Judge
Courthouse, Suite 218
46 S. South Street
Wilmington, Ohio 45177



Telephone: 937-382-2391
Fax: 937-383-0823

POSITION DESCRIPTION

POSITION TITLE: Operations Manager

DEPARTMENT: Juvenile Resource Center

EMPLOYER: Clinton County Juvenile Court

SUPERVISOR: Chief Probation Officer

JOB DUTIES

The Operations Manager, under the direct supervision of the Chief Probation Officer, will be responsible for the following duties:

- Responsible for the management of workflow and data management within the Resource Center
- Supervise Resource Center Security Officer and Service Liaison
- Collaboration with Programming Manager and other Juvenile Court Offices to achieve optimal work production
- Create and maintain relationships with community partners
- Budget and data entry and tracking in Microsoft Excel alongside Fiscal Officer
- Administer appropriate youth assessments
- Training new staff
- Grant writing
- Other duties as assigned by supervisor

QUALIFICATIONS

- Minimum of an Associate's Degree preferred, experience in a relevant field will be considered
- Proficient in Microsoft Office programs
- Ability to maintain confidentiality, dignity, and respect for all families
- Willingness to promote positive youth development
- Understanding of the juvenile justice system and its processes as well as other systems of education, mental health, child welfare, etc.
- Strong problem-solving and analytical skills
- Social and public speaking skills required
- Exemplary communication skills
- Ability to multitask
- High self-initiative with the ability to work well under pressure
- Ability to work effectively with minimal supervision
- Valid driver's license

Compensation commensurate with experience

Please email resumes and references to Fiscal Officer, Kari Cunningham at:
cunningham.kari@clintoncountyohio.us

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