

**OHIO DEPARTMENT OF DEVELOPMENT
EMPLOYMENT OPPORTUNITY**

Job Title: ASSISTANT CHIEF, COMMUNITY SERVICES DIVISION

Starting Salary: \$115,000 – 120,000 yr.

Job Classification/Status: Administrative Staff, Unclassified, Exempt

Division/Office: Community Services

Location: 77 South High Street, 26th Floor, Columbus

Supervisor: Chief, Community Services

Position Number: 20076348

DATE POSTED: APRIL 18, 2024

DEADLINE FOR APPLYING: MAY 17, 2024

Reporting to the Chief of the Community Services Division (CSD) at the Ohio Department of Development, the position of Assistant Chief of Community Services is responsible for a portfolio of programs focused on supporting Ohioans and their families. Additionally, the Assistant Chief of Community Services should have a background in public services, housing policy and have experience administering federal and state funding.

Responsibilities will include:

- Assisting in the design and implementation of statewide community development programs.
- Working with Division Chief on major policy initiatives.
- Coordinating project efforts with division staff.
- Assisting Division Chief in development of program goals and policy, staffing, budgeting, fiscal control, personnel management, program evaluation and task assignments.
- Providing guidance to Office Deputy Chiefs.
- Representing department at meetings, conferences, trainings and seminars.
- Presenting to general audiences, small technical groups and legislative committees.
- Providing program information to legislators, local officials and general public.

Qualifications:

1. Bachelor's degree (Master's preferred) in city and regional planning, public administration, business administration, urban regional planning or related area.
2. Minimum of 3 years' experience evaluating state and federal housing development and community development programs and/or economic development programs to include:
 - review, analysis and interpretation of government regulations both verbally and in writing
 - budget preparation and review
 - grant administration
 - policy formulation and review
 - technical writing
 - program evaluation
3. Previous supervisory experience.
4. PC proficiency in using word processing and spreadsheet software preferred.
5. Previous experience in public speaking to both individuals and large groups.

This position requires you to work in the office Monday-Friday with flexibility in starting and ending times. The job is located in the Vern Riffe building, 77 South High St. Columbus, OH 43215

The final candidate selected for this position will be required to undergo a criminal background check and drug screen. Criminal convictions do not necessarily preclude an applicant from consideration for a position. An individual assessment of an applicant's prior criminal convictions will be made before excluding an applicant from consideration.

TO APPLY, VISIT <http://careers.ohio.gov> OR SUBMIT RESUME/APPLICATION TO:

Ohio Department of Development, Human Resources Office
77 South High Street, 27th Floor, Columbus, Ohio 43215-6130
hr@development.ohio.gov

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