



**Montgomery County Common Pleas Court
Juvenile Division**
380 West Second Street
Dayton, Ohio 45422-4240
Fax (937) 496-6857

NOTICE OF VACANCY: DIRECTOR OF OPERATIONS & FINANCE

Notice Issued December 7, 2018

Posting Period January 7, 2019 – Until Filled

Department Administration

DISTINGUISHING JOB CHARACTERISTICS

Directs the Juvenile Court's Operations and Finance Departments to include grants management and Information Technology (IT). Responsible for related Juvenile Court staff, and performs related organizational, financial management, IT and accounting responsibilities. Works closely with Juvenile Court department heads to complete daily business.

“In this position, you are an At-Will Employee serving at the pleasure of the Administrative Judge.”

QUALIFICATIONS

Bachelor's Degree in accounting, finance, public administration, business, information technology or related discipline and 8 years of related experience, or completion of graduate (preferred) major program in finance, accounting, public administration, business, information technology or related discipline and 1 year of related experience.

The ability to pass a criminal background check. Valid Ohio Driver's License and Insurance.

Ability to document identity and employment eligibility within three (3) days of original appointment as a condition of employment in compliance with Immigration Reform and Control Act requirements.

Position Location 380 W. Second Street, Dayton OH 45422

Salary: \$73,840.00 annually / Salary commensurate with education and experience.

Applications will be accepted until 4:00 p.m. on the last day of the posting date.

Interested candidates may submit application or resume with cover letter, Attention:
Human Resources, Montgomery County Juvenile Court, 380 W. Second St. Dayton, OH 45422.

AN EQUAL OPPORTUNITY EMPLOYER