



Ashtabula County Board of Developmental Disabilities

Enriching, empowering, and connecting people with their community

DATE POSTED:

October 19, 2026

START DATE:

As soon as available

POSITION:

Director of Operations

LOCATION:

Ashtabula County Board of Developmental Disabilities
2505 South Ridge Road East
Kingsville, Ohio

DUTIES & RESPONSIBILITIES:

Oversees the Board's financial and business operations, including budgeting, financial planning, payroll, reporting, purchasing, contracts, and inventory. Directs human resources functions, including employee relations, benefits, personnel policies, and compliance. Oversees facilities, property management, and information technology; works with agency leadership to support efficient operations and long-range planning.

MINIMUM QUALIFICATIONS:

Bachelor's degree in Accounting, Finance, Public Administration, Business Administration, or a related field; or a bachelor's degree with at least two years of experience in accounting, financial management, budgeting, and human resources. Must be able to obtain and maintain Ohio Department of Developmental Disabilities Business Manager Certification. Knowledge of applicable Ohio laws, rules, and Board policies; strong communication and organizational skills; and a valid driver's license with an acceptable driving record. Successful completion of a criminal background check, pre-employment physical examination, and drug screening is required.

REQUIREMENT FOR SAFETY-SENSITIVE POSITION:

Criminal background check is required.

SALARY:

\$37.57 - \$54.15 per hour (commensurate with education and experience)

APPLICATION PROCEDURE:

Obtain an application online at www.ashtabuladd.org and return it to:
Ashtabula County Board of Developmental Disabilities
2505 South Ridge Road East
Ashtabula, Ohio 44004
Or email to: jade.artman@ashtabuladd.org

APPLICATION DEADLINE:

Applications will be accepted through November 19, 2026, or until the position is filled.

2505 South Ridge Road East Ashtabula, Ohio 44004 www.ashtabuladd.org

Board Office: 440-224-2155

Fax: 440-224-0678

The Ashtabula County Board of Developmental Disabilities is an Equal Opportunity Employer
and Accredited by the Ohio Department of Developmental Disabilities

TITLE OF POSITION	DIRECTOR OF OPERATIONS
UNIT OR OFFICE	ADMINISTRATION
COUNTY OF EMPLOYMENT	ASHTABULA
TITLE OF IMMEDIATE SUPERVISOR	SUPERINTENDENT
NORMAL WORKING HOURS	8:00 A.M. – 4:00 P.M. Monday – Friday (Hours and days may vary)
PURPOSE OF POSITION	Oversee the financial operations of the Board. Facilitate buildings and grounds maintenance and custodial responsibilities. Prepare, develop, maintain and monitor all personnel responsibilities for the Board. Oversee the information technology infrastructure of the Board.

JOB DESCRIPTION

- Oversight and management of all finance operations and payroll functions. Plans, manages and carries out policies relating to all phases of personnel activity (e.g., recruitment, interviewing, selection, and placement of employees to fill vacant positions, employee relations, classification and compensation, employee benefits, etc.).
- Responsible for the efficient and effective operation of the business operations; directs, coordinates, and monitors a variety of fiscal control activities involving, but not limited to: budget planning and analysis, long-range financial planning and analysis, coordinate payment of funds with the county auditor's office, payroll, accounts payable and accounts receivable, grants, purchasing and contracts.
- Develops financial projections for tax levies and bond issues, monitors the financial status of the board, make projections of future financial needs and issues based on interaction with other departments and their forecasts of future service needs for eligible individuals in Ashtabula County.
- Provides the financial information required to the County Auditor and Commissioners in the format required, presents budget and levy information to the Commissioners, Auditor and Board of Elections.
- Coordinate the preparation of the Board's annual budget by working in collaboration with the Superintendent and Directors.
- Project revenues and expenses; analyze fiscal data.
- Develops monitoring tools for all areas of business operations.
- Provide technical assistance to leadership team on fiscal matters.
- Work in collaboration with leadership team to develop and implement cost containment strategies. Develop proposals related to managing costs.
- Prepare monthly financial reports and other financial reports as needed and required.
- Maintains positive working relationship and open communication with the county auditor's office and prosecutor's office.
- Oversight and management of all information technology and property management.
- Oversee the administration of the Board's contracting responsibilities, including but not limited to tracking and monitoring.
- Analyze and negotiate contracts for materials, supplies, equipment and program services.
- Maintain a system of inventory control.
- Responsible for Request for Proposal (RFP) process for both informal and formal bidding.
- Evaluate Board insurance needs and make recommendations to the Superintendent. Solicit and evaluate proposals for insurance coverage.
- Implements system of continuous quality improvement of all aspects of business operations.
- Through applicant tracking system; plans, coordinates, and supervises recruitment, selection and placement of applicants (e.g., conducts interviews, prepares advertisements, coordinates pre-employment drug screenings, completes initial paperwork with new employees, ensures application for initial certification for positions, etc.).
- Coordinates and assists in preparation and review of position descriptions, tables of organization, etc.
- Develops personnel policy and maintains personnel policy manual.
- Plans and conducts new hire orientation in concert with department directors.
- Reviews and monitors leave accrual balances of employees.
- Writes separation notices for employees separating for cause.
- Conducts interviews to determine reasons behind separations..
- Completes mandatory federal and state EEO and Affirmative Action reporting and other salary and wage surveys.
- Represents the agency on appropriate state, county, and interagency committees.
- Provides technical assistance to management and staff regarding personnel and employment matters, including but not limited to: interpreting ADA, FLSA, FMLA, Civil Rights, Employee Handbook, Employee Benefits, Standard Operating Procedures, and recommends corrective action

when necessary.

- Provides consultation in areas which include staffing, performance management, and employee relations.
- Performs related administrative duties, (e.g. tracks certification, registration, licensure and other credential requirements of ACBDD staff; provides assistance to staff with the renewal of credentials issued by ACBDD and DODD; prepares various reports, prepares budget as it relates to human resources, participates in long-range and strategic planning, assists in the development and implementation of policies and procedures, administers records of insurance coverage, pension plan and personnel transaction such as hires, promotions, transfers and terminations).
- Collects data, devises correspondence, completes forms and assists in the preparation of professional reports associated with the Human Resources operations.
- Oversees unemployment and workers compensation filings and attends hearings for these matters.
- Creates, maintains and updates employee prior public service records.
- Department of Labor rules and regulations; office practices and procedures; records management; human resources management; employee relations; employee training and development; personnel administration; employee benefits administration; supervisory principles and practices.
- Serves as the HIPAA Privacy and Security Officer.
- Work with the IT Department to determine any breach.
- Attend meetings, seminars, conferences, and other job-related training sessions, including state and local meetings as assigned.
- Performs other related duties as assigned.
- Represents agency in the community.
- Attends Board meetings.

MINIMUM ACCEPTABLE CHARACTERISTICS

- Bachelor's degree in Accounting, Finance, Public Administration, Business Administration or a related field of study or a bachelor's degree and at least two (2) years' experience in accounting, financial management, budgeting and human resources.
- Must be able to obtain and maintain Ohio Department of Developmental Disabilities Business Manager Certification.
- Working knowledge of ORC, OAC, and ACBDD policies and procedures.
- Working knowledge of rules of Ohio Department of DD required.
- Demonstrates regular and predictable attendance.
- Promotes positive culture in all areas of responsibility, including but not limited to the individuals served by the county board and their families, Board members, staff members, providers, and community partners.
- Ability to establish and maintain positive professional relationships; principles, practices, and techniques relating to social work; local, state, and federal laws, rules, and regulations; government structure and process; agency goals and objectives; agency policies and procedures.
- Basic accounting; and contract management.
- Word processing, computer operation, and use of modern office equipment.
- Must possess a Driver's License and acceptable driving record as stipulated by the Board's insurance carrier.
- Possess excellent verbal and written communication skills.
- BCI background clearance.
- Current and valid CPR/First Aid certification.
- Must be able to work independently and as part of a team process.
- Ability to sit, stand, reach, push/pull and bend.
- Ability to lift 25 pounds.

Signature of Employee and Date:

Signature of Agency Representative and Date: