

601 Senior Drive  
 New Lexington, Ohio 43764  
 Phone: 740-342-3542



**INTERNAL AND EXTERNAL POSTING**

*INTERVIEWS ARE SCHEDULED FOR CANDIDATES WHO BEST MEET POSITION REQUIREMENTS.*

**POSTING EFFECTIVE DATE:**  
**May 7, 2024**

**POSTING REMOVAL DATE:**  
**May 31, 2024**

**SERVICE AND SUPPORT ADMINISTRATION DIRECTOR**

The SSA Director is responsible for moving the department and organization forward according to the Board’s strategic plan. Under general guidance and direction of the Superintendent, the SSAD oversees all the activities and functions of the SSA Department to ensure they align with the PCBDD mission, vision, and values. The SSAD is responsible for providing program leadership, administrative leadership, and supervision of personnel in the SSA Department. The SSAD has considerable latitude for making operational decisions and referring appropriate decisions and recommendations to the Superintendent. The SSAD performs high-level planning and organization, specializing in a wide scope of work coordinating and representing the agency in several aspects related to SSA services.

<b>SUPERVISOR</b>	Superintendent
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Bachelor’s degree in education, psychology, social work, public administration, or related field; eligible for Service and Support Administration certification per Ohio Administrative Code (OAC) rule</li> <li>• 4 years of full-time, supervised, paid work experience in programs or services for people with developmental disabilities</li> <li>• Demonstrated leadership with a minimum of 5 years’ supervisory experience.</li> <li>• Proficient knowledge of Microsoft Office 365 applications and other technology.</li> <li>• General understanding of available funding and fiscal accountability.</li> <li>• Positive experience effectively collaborating with community resources and governmental agencies.</li> <li>• Valid driver’s license with acceptable driving abstract to meet criteria for insurability; driving is an essential function of the position.</li> <li>• Maintain confidentiality, handle sensitive data, and comply with all applicable laws and Board policy regarding confidential information.</li> </ul>
<b>SALARY &amp; STATUS</b>	<ul style="list-style-type: none"> <li>• Position is unclassified, management, contract position, overtime exempt.</li> <li>• Salary is commensurate with education and experience.</li> </ul>
<b>PRIMARY LOCATION</b>	PCBDD Sarah A. Winters Building, 601 Senior Drive, New Lexington, OH 43764
<b>SCHEDULE</b>	<ul style="list-style-type: none"> <li>• Full-time position, routinely 8 hours per day, may be required to work evenings and/or weekends, schedule may be flexible and variable</li> </ul>
<b>WORKPLACE CULTURE</b>	<ul style="list-style-type: none"> <li>• Flexible and family-friendly work environment.</li> <li>• Progressive organization focused on innovation, leadership, and culture.</li> <li>• High levels of employee engagement.</li> </ul>
<b>APPLICATION PROCESS</b>	Forward applications/resumes to Administrative Supports Director Jessica Stroup via email at <a href="mailto:j.stroup@perrydd.org">j.stroup@perrydd.org</a> . Employment Application is available at <a href="http://www.PerryDD.org">www.PerryDD.org</a> .