

**OHIO DEPARTMENT OF DEVELOPMENT
EMPLOYMENT OPPORTUNITY**

Job Title: **DEPUTY CHIEF, COMMUNITY ENHANCEMENTS**

Starting Salary: \$97,850 yr.

Position Number: 20011273

Job Classification/Status: Unclassified, Exempt

Division/Office: Community Services

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

Work Hours: Day Hours, M-F

Supervisor: Assistant Chief, Community Services

DATE POSTED: MARCH 5, 2024

DEADLINE FOR APPLYING: MARCH 22, 2024

The Deputy Chief in the Office of Community Enchantment (OCE) leads and manages staff charged with improving and increasing the housing stock in the State of Ohio. This office includes programs that weatherize homes, keep people in their homes, and protect Ohioans from the dangers of lead exposure.

Responsibilities will include:

- Establishing and maintaining contacts with other state agency executives, corporate leaders, local government leaders, nonprofit and for-profit executives and statewide interest groups concerning issues about housing.
- providing oversight of HOME Investment Partnerships Program, Home Weatherization Program, and Electric Partnership Program as well as state funds.
- setting office goals, tasks, staffing, reporting and evaluation mechanisms.
- exercising administrative responsibility for budgeting and fiscal control personnel management and program evaluation.
- Overseeing, planning, and directing financial policies for the office
- Preparing, reviewing, tracking, monitoring, and maintaining all operating and grant administration budgets.

Qualifications:

1. Bachelor's Degree in Public/Business Administration, Management, City and Regional Planning, Political Science, or closely related area
OR
Equivalent work experience.
2. Substantial experience in government or non-profit program administration. Previous experience administering community services programs including grant administration preferred.
3. Demonstrated administrative leadership, supervisory/management experience to include hiring, evaluating, training, coaching, motivating, and administering disciplinary actions required.
4. Strong negotiation skills with all levels and types of stakeholders.
5. Proven performer who has collaborated with and presented to varied audiences in a myriad of situations.
6. Excellent public speaking skills, along with technical writing experience.

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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