



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

NOTICE OF VACANCY: BUSINESS MANAGER – FULL-TIME

Notice Issued November 6, 2020

Posting Period November 6, 2020 – November 20, 2020

Department Nicholas Residential Treatment Center

DISTINGUISHING JOB CHARACTERISTICS

Employee is responsible for maintaining ODJFS certification, maintaining COA Accreditation standards, monitoring facility budget, processing Purchase Orders and invoices, staff training and development functions, and organizational safety.

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

QUALIFICATIONS

Bachelor’s Degree in Social Work, Psychology or related field or Business/Finance related field, and over five years’ experience working with business applications, and applying court processes and procedures. Demonstrable ability to train others, learn safety procedures and obtain certifications following appointment.

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.

LICENSURE OR CERTIFICATION REQUIREMENTS

Trainer of Trainers Certification; First Aid and CPR Instructor’s Certification.

Position Location 593 Infirmary Rd.

Salary: \$41,558.40 Annually

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