

**TUSCARAWAS COUNTY COMMISSIONERS**  
125 E. High Avenue  
New Philadelphia, OH 44663  
[www.co.tuscarawas.oh.us](http://www.co.tuscarawas.oh.us)

**NOTICE OF VACANCY**

**DATE:** September 27, 2024

**CLASSIFICATION TITLE:** Co-Director OCED -Unclassified

**PAY RANGE:** Wage Base Salary Range: \$52,192.00 - \$68,099.00

**UNIT:** Tuscarawas County Office of Community & Economic Development (OCED)

**UNDER DIRECT SUPERVISION OF:** Tuscarawas County OCED, Director  
Tuscarawas County Commissioners

To apply for this position, use the Employment Application available on-line at [www.co.tuscarawas.oh.us](http://www.co.tuscarawas.oh.us).

Forward the application and supporting documentation to:  
Tuscarawas County Commissioner's Office  
Attn: Human Resources Manager  
125 E. High Avenue  
New Philadelphia, OH 44663

Or: E-mail application to: [hrmanager@co.tuscarawas.oh.us](mailto:hrmanager@co.tuscarawas.oh.us)

**All applications must be received by 4:30 p.m. on November 15, 2024.**

Attached is a position description describing duties to be performed.

The Tuscarawas County Commissioners do not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in the employment or the provision of services.

ATTACHMENT – Position Description

**TUSCARAWAS COUNTY**  
An Equal Opportunity Employer  
**POSITION DESCRIPTION**

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<b>Office/Agency:</b>	Board of County Commissioners	<b>Employee Name:</b>	
<b>Class Title:</b>		<b>Position Title:</b>	Co-Director

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<b>Dept./Div.:</b>	Community & Economic Development	<b>Civil Service Status:</b>	Unclassified
<b>Unit:</b>		<b>Employment Status:</b>	Full Time
<b>Reports To:</b>	Commissioners	<b>FLSA Status:</b>	Exempt

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**JOB RESPONSIBILITIES:** In addition to the following, perform other related duties as required.

Under the appointing authority of the County Commissioners, has the shared oversight and responsibility for management of the OCED office and adherence to and compliance with all state and federal grant requirements. The co-director assists with the oversight of the Fair Housing Program in the County. The co-director works with all of the other agencies in the County to ensure that we have a coordinated economic development effort. Oversight of and shared responsibility for the Enterprise Zone Program in the County. Procurement of professional and contractor services. Project oversight for County building and improvement projects.

**QUALIFICATIONS:**

A Bachelor's degree in business administration, economics, planning, or a related discipline, plus five (5) or more years of experience in the administration of community and/or economic development programs; or a master's degree plus three (3) years of experience as outlined above; or equivalent. Knowledge of and comprehensive experience in Grant writing is a must.

**LICENSURE OR CERTIFICATION REQUIREMENTS:**

Valid Ohio Driver License and acceptable driving record; must be able to qualify for and remain insurable under the County's insurance plan.

**EQUIPMENT OPERATED:** The following are examples only and are not intended to be all inclusive.

Personal computer, printer, calculator, typewriter, digital camera and other standard business office equipment (binder, etc.)

**INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:**

The employee has exposure to chemical compounds commonly found in an office environment (e.g. - printer toner, correction fluid, etc.)

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**POSITION DESCRIPTION**

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**JOB DUTIES AND WORKER CHARACTERISTICS:**

**ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:**

- 35% Plans and organizes community and economic development efforts; designs, coordinates, and conducts research efforts to identify community or economic development assets; develops and implements economic development policies and procedures; formulates long and short term planning. Procures, researches and applies for community development grants.
- 15% Serves as a liaison between the Board of County Commissioners and local, state and federal government officials; ensure that economic development efforts are coordinated. Works collaboratively with the county administrator.
- 20% Assembles data and prepares a variety of documentation associated with grant activities, enterprise zone program and the County's site selection inventory. Maintains a demographic statistical database; ensures the accuracy of information entered into the database; establishes and maintains regular contact with the U.S. Bureau of Census.
- 15% Conducts research and coordinates planning and economic development activities; Serves as the County's housing revolving loan fund account Administrator, County enterprise zone manager, Chairman of the tax incentive review council and a member of the Tuscarawas County community improvement corporation's executive committee.
- 15% Supervises employees engaged in economic development activities in compliance with the County personnel manual. Maintains contracts and ensures compliance with all applicable state and federal labor laws
  
- 5% Prepares maps and provides assistance with the reading and interpretation of maps and blueprints.

**ADDITIONAL CHARACTERISTICS AND ESSENTIAL FUNCTIONS:**

Demonstrates regular and predictable attendance. Ability to work cooperatively with coworkers and supervisors and positively interact with public.

Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

**OTHER DUTIES AND RESPONSIBILITIES:**

Attend seminars, conferences and other job-related training programs in order to comply with state and federal grant program requirements. Performs other related duties as required.

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**MINIMUM ACCEPTABLE CHARACTERISTICS: (\*indicates developed after employment)**  
**(Minimal necessary to perform duties)**

**Knowledge:** Generally accepted accounting principles, economics, government structure and process; government grant programs; labor market data and employment trends; economic development laws and/or regulations; department policies and procedures, public relations, community resources and services; local geographical area; supervisory principles and practices; public administration; business and accounting software; office practices and procedures.

**Skill in:** Typing, computer operation and the use of modern office equipment. General problem solving.

**Ability to:** Define problems, collect data, establish facts and draw valid conclusions; calculate percentages; write and/or edit documents for publication; use proper research methods to gather data; communicate effectively; interpret a variety of technical material in books journals and manuals; calculate statistics; exercise independent judgment and discretion; gather, handle sensitive inquiries from contacts with officials and the general public, develop and maintain effective working relationships.

**CLASS TITLES OF POSITIONS DIRECTLY SUPERVISED:** Administrative Coordinator, Administrative Assistant

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This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed my position description, and that I understand its contents.

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(Approval of Appointing Authority)

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(Date)

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(Employee Signature)

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(Date)



# Tuscarawas County, OH

## Unique Job Benefits

In addition to compensation and healthcare, we offer so much more!



- **Generous Paid Time Off:**
  1. Sick – three weeks per year with rollover.
  2. Vacation – based on years of service with rollover. Two weeks at one year of service and up to five weeks at 25 years of service.
  3. Personal days
  4. Flex time / compensatory time / overtime
- **13.5 Paid Holidays; only 2 months without a holiday**
- **Longevity Pay starting at 5 years**

### Employee Assistance Program

FREE counseling services, financial and legal advice, family support, help with relationships, estate planning and more.



- **Affordable Health Insurance**  
Four generous coverage options including FSA & HSA plans and insurance copays for generic prescriptions as low as \$10. Access to virtual medical care, as well.
- **Vision and Dental Insurance**
- **\$10,000 Basic Life Policy**  
With opportunity for additional voluntary coverage for self and dependents.



- **Ohio Public Employee Retirement System**  
Vested at five years of employment.
- **Deferred Compensation Program(s)**  
Program similar to 401K.

Contact Human Resources to learn more or submit an application

*Kris Lowdermilk, HR Manager*  
HRManager@co.tuscarawas.oh.us

*Mellissa Clark, HR Specialist*  
ClarkM@co.tuscarawas.oh.us

**WE'RE  
HIRING!**

330-365-3204

- **Wellness Program**  
Preventative care & benefits including screenings, immunizations, counseling, etc. for employees & eligible dependents.

