

**BUTLER COUNTY COMMISSIONERS PERSONNEL OFFICE
ANNOUNCEMENT OF VACANCY**

Posting Date: 12/08/2021

Response Deadline: 12/22/21

* RESUMES WILL BE ACCEPTED UNTIL THE POSITION IS FILLED.

Agency: Water & Sewer	Job Title: Support Services Coordinator
Classified <input checked="" type="checkbox"/> Unclassified <input type="checkbox"/>	Bargaining Unit Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Overtime Exempt Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Salary: \$22.71-\$33.94/hour
Work Location: 130 High Street, Hamilton, OH	Hours of Work: 8:00a – 5:00p M-F

ESSENTIAL FUNCTIONS:

Personnel Coordination and Support

Prepares job postings and advertisements, reviews applications and resumes, organizes and may conduct interviews, in processes new employees, coordinates with the County Human Resources Department, track employees records and files, manages the CDL listing and required testing. Possesses a working knowledge of Personnel Policies and Collective Bargaining Agreements as applicable to Hiring, Termination, Promotion, Compensation, Benefits, and applies such knowledge to everyday practice.

Payroll

Responsible for all payroll duties for the Butler County Water & Sewer Department, processes payroll in KRONOS, including calculations and documentation for transmission of payroll files to the Butler County Auditor, maintains and administers time sheets, acts as the “system administrator” for electronic payroll submission, assignment of rights. roles/licenses, ensures accuracy and completeness of “Request for Time Off” documentation in accordance with Personnel Policies and Collective Bargaining Agreement, monitors overtime and compensatory time, activates new employees in the County payroll and time keeping system issues pay increase memos to affected staff, manages service time for staff, maintains agency seniority lists for bargaining unit and non-bargaining unit personnel and publishes pursuant to policy and collective bargaining agreements, gathers data and prepares reports for budgeting and collective bargaining.

Administrative

Performs clerical and support tasks as necessary; Assists Accounting Supervisor with accounting, budgeting, and financial reporting tasks including gathering and troubleshooting of data and payables, assists with preparation of finance reports and records, reconciles financial accounts with County Auditor’s computer system, prepares monthly financial statements and any other financial reports as needed, assists in the preparation of the annual personnel budget, and prepares resolutions with supporting documentation via the commissioner’s resolution system.

Other duties as required 5% of the time

Serves as back up as needed in other areas of the Water & Sewer Department

REQUIRED QUALIFICATIONS:

Must have an Associates Degree (Bachelor’s Degree preferred), with coursework in business, finance, accounting payroll, human resources, or related field and 2 years’ experience in finance, accounting, payroll, human resources, or related field and/or any combination of education, training and/or experience equivalent to the stated minimum qualifications.

SELECTION PROCEDURE: Resumes and Interviews

SUBMIT COVER LETTER AND RESUME TO:

Butler County Commissioners Personnel Office
315 High Street, Suite 640
Hamilton, OH 45011
or by email to: resumes@bcOhio.us
(Please indicate Job Title in subject line.)

BUTLER COUNTY WILL CONSIDER INTERNAL APPLICANTS PRIOR TO EXTERNAL APPLICANTS

Pursuant to the Americans with Disability Act of 1993, Butler County will consider all qualified applicants for employment, including persons with disabilities. The applicant must be able to perform the essential functions of this job with or without reasonable accommodation. Upon the request of any qualified applicant, this office will evaluate any reasonable accommodation that may be needed to enable a disabled person to participate in the application process or perform these essential duties.

AN EQUAL OPPORTUNITY EMPLOYER