

COUNTY PERSONNEL DEPARTMENT

**Job Posting**

**# 2023-14**

 **Early Head Start Data Specialist**

*Lucas County Family Council*

**Normal Hours of Work:** 40 hours per week, Monday through Friday work week

 8:30 a.m. to 4:30 p.m. (Full Time)

**Rate of Pay:** $18.73 per hour (Grade 21)

**Status:** Non-Bargaining Unit; Classified; FLSA-Non-Exempt

**Summary of Responsibilities**

*Two positions available*

This is a full-time position in Lucas County Family Council’s Early Head Start program. Under the direction of the Program Quality Coordinator, provide accurate and timely entry of information into the management information system for program reporting, monitoring, and invoicing. Secondary responsibilities include assisting with recruitment, enrollment, and family support services on an as-needed or temporary basis

**Minimum Qualifications:**

Associates degree required with 4 years of experience in administrative, program monitoring or related experience that includes word processing and database software experience. Bachelor’s degree preferred.

**Application deadline: Open until filled**

Please apply on-line (www.co.lucas.oh.us) or submit a cover letter, resume and professional references to the Lucas County Human Resources/Personnel Department, One Government Center, Suite 450, Toledo, OH 43604, EHS Coach

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