



Ohio Department of Commerce

John R. Kasich, Governor

Jacqueline T. Williams, Director

Job Description – Assistant Director, Ohio Department of Commerce

The Ohio Department of Commerce invites applications, expressions of interest, and nominations for an outstanding public service leadership opportunity: Assistant Director of the Ohio Department of Commerce.

The Ohio Department of Commerce is the state's leading regulatory agency. Its mission is to safeguard Ohio citizens and visitors and their property and resources while ensuring reliable marketplaces conducive to business growth. Last year, the Ohio Department of Commerce issued nearly 700,000 licenses.

The Assistant Director will support the department's overall strategic priorities through cooperative direction and teamwork; oversee daily operations and supervise a number of divisions and support services areas. Reporting to the Director of the Department of Commerce, the ideal candidate will have a strong collaborative orientation with the ability to strengthen internal and external connections; a strong record of building teams and partnerships with colleagues and key stakeholders; a solid record of positive leadership, people and process management; strong communication and interpersonal competencies; a commitment to exemplary customer service and demonstrated experience with organizational effectiveness. Experience within public administration is a plus.

Minimum qualifications include a bachelor's degree in business or public administration, or a related field and seven years of progressively responsible experience, including five years at a management level, are required.

The Ohio Department of Commerce is comprised of seven unique and complex policy divisions: State Fire Marshal, Liquor Control, Industrial Compliance, Unclaimed Funds, Real Estate and Professional Licensing, Securities and Financial Institutions. These seven divisions are supported by the Division of Administration, which includes the Director's Office, Legal, Policy and Legislation, Video Service Authorization, Fiscal, Human Resources, Communications and Information Technology. The Department's core values are the fundamental principles that guide our behavior as individuals and an organization. They are the lifeblood of our organization and serve as a driving force behind all decisions.

Inquiries, nominations and applications are invited. For fullest consideration, applicant materials should be received by **November 27, 2015**. Candidates should provide a *curriculum vitae*, a cover letter that addresses the responsibilities and requirements described in the Position Profile and the names and contact information of five references who will not be notified without prior approval. Three separate attachments in MSWord or PDF formats are strongly preferred. These materials should be sent via email to kayla.miller@com.state.oh.us.

Confidential inquiries and questions concerning this search may be directed to the Office of Human Resources: Sandra Kellam (614) 644-7177 or Latisha Hazell (614) 644-2394.