



Terry J. Brown

Franklin County Recorder

NOTICE OF AVAILABLE POSITION

FROM: Terry J. Brown, Recorder

SUBJECT: Operations Manager

DATE: 12/09/13

There is currently an opening for an Operations Manager. This is an unclassified/exempt position. The standard hours are 8:00 AM – 5:00 PM Monday through Friday; however a manager must occasionally work flexible hours.

Attached is the general job description for this opening. The rate of pay is based on qualifications, although we estimate that salary to be close to \$20.00 per hour (\$41,600 annually).

Anyone meeting the “Minimum Required Qualifications” may apply.

To be considered for this position, please send a copy of resume along with an application to Steve O. Campbell, HR Director, no later than 12:00 noon, Tuesday, December 17, 2013 to:

socampbell@franklincountyohio.gov

or

Franklin County Recorder's Office
373 S. High; 18th Floor
Columbus, OH 43215