

**TRUMBULL COUNTY BOARD OF DEVELOPMENTAL DISABILITIES**

**Policy**

**Section 3.5**

**NOTIFICATION OF AVAILABLE POSITIONS**

All open positions shall be posted in a manner to encourage application from any potential candidate. If the available position falls under the purview of the Collective Bargaining Agreement, the position shall be posted per the terms of the contract in effect at such time. Such postings shall include notices in program facilities and may include notices to universities, local newspapers, state associations, Ohio Department of Education, and Ohio Department of Developmental Disabilities.

Each job posting or notice of vacancy, insofar as practicable, shall specify the title, nature of the job, the required qualifications, and method of application.

Adopted: 2/26/01  
Updated: 7/24/2012  
Revised: 3/25/2013