

## **JOB POSTING**

### **Commissioners' Office, Administrative Services Lake County, Ohio**

#### ***Employee Benefits Specialist January 26, 2026***

The Lake County, Ohio Board of Commissioners and the Director of Administrative Services are seeking a full time Employee Benefits Specialist (EBS). The EBS will assist the Director of Administrative Services (DAS) and other departments with various tasks including, but not limited to, employee benefit enrollments and changes, explanation of benefits to employees, maintaining the benefits administration system, providing payroll deductions for benefits to the payroll department, updating and maintain County health insurance guidelines, preparing materials and education for employees for annual open enrollment period, and other duties as assigned. This position must exhibit strong writing and organization skills and demonstrate experience in dealing with complex and challenging employee benefits issues.

The EBS position requires a minimum of two (2) years experience with employee benefits, or a related field, or any other combination of education and experience to perform the essential functions of the job. Five (5) years of experience with employee benefits and experience working in the public sector is preferred. Must have a valid State of Ohio driver's license.

This position is eligible for a generous benefits package including: Public Service Loan Forgiveness (PLSF), Medical, Prescription and Dental insurance, other ancillary insurance benefits, Ohio Public Employees Retirement System (OPERS), deferred compensation program, paid vacation, sick, and personal time and paid County holidays. Send cover letter and resume to Mr. Joel DiMare Jr., Director of Administrative Services, at [joel.dimare@lakecountyohio.gov](mailto:joel.dimare@lakecountyohio.gov) . Applications due by February 16, 2026.

EQUAL OPPORTUNITY EMPLOYER  
M.F.V.H.