

**Franklin County Board of Commissioners
Classification Specification & Job Description**

CLASSIFICATION TITLE: Assistant Director, IT and PMO	CLASS NUMBER: 90016	FLSA: Exempt
AGENCY/DIVISION: Job and Family Services	JOB TYPE: Full Time, Unclassified	PROBATION PERIOD: N/A
BARGAINING UNIT: Non-Bargaining	PAY GRADE: N23	POSITION CONTROL #: 930631
POSITION LOCATION: 1721 Northland Park Ave., Columbus, OH 43229	TYPICAL WORK SCHEDULE: Monday – Friday 8:00 AM – 5:00 PM	SUPERVISOR (PCN): Director (930001)
JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED: Deputy Director, IT (930152) Deputy Director, PMO (930164)		

CLASSIFICATION PURPOSE:

The primary purpose of the Assistant Director classification is to assist department director with formulating policy and establishing operational procedures. Assist in the preparing of department budget. Supervise one or more department sections or divisions. Represent department and/or director at various functions. Act for department director in their absence.

JOB DUTIES:

Provide oversight for enterprise-wide information management activities and ensure continued technological advancement through research, analysis and evaluation. Provide professional advice and assistance to agency executives, county administrators, and agency departments regarding information technology initiatives, leveraging shared services, and related activities. Recommend changes to current technology systems or applications in order to meet organizational needs. Identify new processes and alternatives to resolve problems or improve/enhance operations. Research the feasibility and cost benefits of emerging technologies. Make recommendations and advise departments on technology strategies to improve productivity to their departments. Manage assigned projects from agency executives and county administration, including scope and approach definition, project management, budget preparation, and status reporting. Provide information technology direction to agency departments. Work in partnership with other Health and Human Service agencies, Board of Commissioner and other county entities as required. Review all information technology plans for the agency

Oversee all agency information technology (IT) and project management (PMO) functions. Set overall direction and implement strategies for IT and PMO, as needed. Align IT, PMO and Fiscal objectives and programs to enterprise objectives and strategies. Develop overall business plan for IT and PMO in order to support organizational growth and efficiencies. Serve on the executive team in order to plan and implement agency-wide leadership activities. Define the agency’s IT goals for short, medium and long term. Work closely with Fiscal and have an understanding of county finance operations. Generate, prepare and submit reports as needed.

Supervise, direct, and evaluate assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals. Develop agency IT budget. Monitor expenditures to ensure compliance with approved budget. Provide budgetary input for technology expenditures. Develop and evaluate requests for proposals for technology services and systems. Maintain clear and effective communications with executive staff, applicable state, county and local IT departments and staff, hardware and software vendor personnel, and others to keep abreast of advancements in technology and to ensure the needs of the agency are met. Participate in various internal and external meetings. Maintain regular and predictable attendance.

These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

MAJOR WORKER CHARACTERISTICS:

Knowledge of budgeting; supervision; human relations; agency policy and procedures; government structure and process. Skill in word processing; equipment operation. Ability to understand practical field of study; define problems, collect data, establish facts and draw valid conclusions; calculate fractions, decimals and percentages; prepare meaningful, concise and accurate reports, maintain accurate records; use proper research methods in gathering data; develop complex reports and position papers; gather, collate and classify information about data, people or things; handle sensitive inquiries from and contacts with officials and general public.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Any equivalent combination of relevant training and experience including but not limited to: Bachelor’s degree in computer information systems or related field with five (5) years of experience in information technology management, project management, hardware/software development or related field.

Additional Requirements

No special license or certification is required.

Supervisory Responsibilities

Ability to assign, review, plan, and coordinate the work of other employee, to provide instruction to other employees, to maintain department standards, to recommend the discipline or discharge of other employees, and to act on employee problems.

UNUSUAL WORKING CONDITIONS:

This is an unclassified position that serves at the pleasure of the Board of Commissioners.

Acknowledgement of Receipt:

I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

Employee Name

Employee Signature

Date