

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

<u>CLASSIFICATION TITLE:</u> County Administrator	<u>CLASS NUMBER:</u> 90202	<u>FLSA:</u> Exempt
<u>AGENCY/DIVISION:</u> Board of Commissioners	<u>JOB TYPE:</u> Full Time, Unclassified	<u>PROBATION PERIOD:</u> N/A
<u>BARGAINING UNIT:</u> Non-Bargaining	<u>PAY GRADE:</u> N31	<u>POSITION CONTROL #:</u> 011000
<u>POSITION LOCATION:</u> 373 S. High St., 26 th FL., Columbus, OH 43215	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> Commissioner (010001, 010002, 010003)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		
Executive Assistant (011005)	Director, DJFS (100100)	
Director, OHSJP (131000)	Deputy County Administrator (011001, 011101, 011201)	
Director, OMB (013000)	Director, Public Affairs (012000)	

CLASSIFICATION PURPOSE:

The primary purpose of the County Administrator classification is to serve as administrative head of the county, who acts at the direction and supervision of the board and who holds office at the pleasure of the board; and to exercise all of the powers and duties set forth in the Ohio Revised Code (ORC).

JOB DUTIES:

Serve as administrative head of the county, who acts at the direction and supervision of the Board of County Commissioners and to exercise all of the powers and duties set forth in the ORC. Assist in the administration, enforcement, and execution of the policies and resolutions of the Board of County Commissioners. Supervise and direct the activities of the affairs of the divisions of county government under the jurisdiction of the board. Supervise the assigned staff such as instructing, assigning and review work, maintaining standards, acting on employee problems, selecting new employees, appraising employee performance, recommending promotions, discipline, termination and salary increases.

Attend all meetings of the board at which the administrator's attendance is required by the board. Recommend measures for adoption to the board. Keep the board fully advised on the financial condition of the county. Prepare and submit a budget for the next fiscal year. Contract on behalf of the board with limits provided by a resolution of the board. Allow and pay claims for goods received and services rendered within limits provided by a resolution of the board.

Allow and pay claims for goods received and services rendered within limits provided by a resolution of the board. Perform any or all personnel functions otherwise conferred upon the Board of County Commissioners under the ORC Chapter 124 and delegated by resolution of the board to the administrator. Perform any or all functions conferred upon the Board of Commissioners in the case of a disaster or emergency and delegated by resolution of the board to the administrator. Perform such additional duties as the board may determine by resolution. 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; management; accounting; human resources development; supervision; public relations; human relations; agency policy and procedures; government structure and process; business; interviewing. Skill in word processing; equipment operation. Ability to recognize unusual or threatening conditions and take appropriate action; deal with problems involving several variables in familiar context; define problems, collect data, establish facts and draw valid conclusions; calculate fractions, decimals and percentages; recognize safety warnings; complete routine forms; maintain accurate records; interview job applicants effectively; understand manuals and verbal instructions, technical in nature; prepare meaningful, concise and accurate reports; develop complex reports and position papers; handle sensitive inquiries from and contacts with officials and general public.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Bachelor's degree with Master's degree coursework in business, public administration, or public policy with ten (10) years of senior executive level management experience; or any equivalent combination of training and experience.

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, to act on employee problems, to recommend and approve the transfer, promotion, or salary increase of other employees.

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