

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

CLASSIFICATION TITLE: Deputy County Administrator	CLASS NUMBER: 90201	FLSA: Exempt
AGENCY/DIVISION: Board of Commissioners	JOB TYPE: Full Time, Unclassified	PROBATION PERIOD: N/A
BARGAINING UNIT: Non-Bargaining	PAY GRADE: N30	POSITION CONTROL #: Varies
POSITION LOCATION: 373 S. High St., 26 th FL., Columbus, OH 43215	TYPICAL WORK SCHEDULE: Monday – Friday 8:00 AM – 5:00 PM	SUPERVISOR (PCN): County Administrator (011000)
JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED: Varies		

CLASSIFICATION PURPOSE:

The primary purpose of the Deputy County Administrator classification is to serve as administrative head of the county assigned agencies and act at the direction and supervision of the County Administrator. Exercise all of the powers and duties set forth in the Ohio Revised Code (ORC).

JOB DUTIES:

Research, develop, administer, revise and report on special projects and/or permanently assigned responsibilities, as directed. Research and prepare special reports, as requested. Draft, prepare and distribute written correspondence to administrator, department heads, elected officials and general public. Supervise key personnel as assigned.

Provide technical assistance on state and county laws, rules, and regulations, etc.; initiates, researches, develops and/or revises county-wide policies, subject to approval; meets with private agencies and councils; prepares and maintains accurate records, reports, and documentation. Initiate, plan, schedule and coordinate services, activities and or/meetings of various agencies and boards. Represent Board of County Commissioners and County Administrator at meetings. Make speeches about various programs to community groups and other governmental agencies. Serve as liaison with other government agencies and public. Attend meetings called by County Administrator. 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; labor relations; human relations; supervision; public relations; agency policy and procedures; government structure and process; interviewing. Skill in equipment operation. Ability to deal with problems involving several variables in familiar context; define problems, collect data, establish facts and draw valid conclusions; use proper research methods in gathering data; originate and/or edit articles for publication; establish friendly atmosphere as supervisor of work unit; 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
Franklin County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the county will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.		Effective Date: _____