

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

<b><u>CLASSIFICATION TITLE:</u></b> Deputy Director, Government Affairs	<b><u>CLASS NUMBER:</u></b> 90006.5	<b><u>FLSA:</u></b> Exempt
<b><u>AGENCY/DIVISION:</u></b> Board of Commissioners	<b><u>JOB TYPE:</u></b> Full Time, Unclassified	<b><u>PROBATION PERIOD:</u></b> N/A
<b><u>BARGAINING UNIT:</u></b> Non-Bargaining	<b><u>PAY GRADE:</u></b> N20	<b><u>POSITION CONTROL #:</u></b> 10039
<b><u>POSITION LOCATION:</u></b> 373 S. High St., 26 <sup>th</sup> FL., Columbus, OH 43215	<b><u>TYPICAL WORK SCHEDULE:</u></b> Monday – Friday 8:00 AM – 5:00 PM	<b><u>SUPERVISOR (PCN):</u></b> Government Affairs Director (10023)
<b><u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u></b>		

**CLASSIFICATION PURPOSE:**

The primary purpose of the Deputy Director, Government Affairs classification is to assist with and act a primary backup to the Government Affairs Director with their duties and the duties of Government Affairs.

**JOB DUTIES:**

Assist with responsibility for Franklin County legislative interests and programs at all levels of government, federal, state and local. Assist with interacting with additional special committees and organizations involved in legislative affairs to advance the county agenda. Under the direction of the Government Affairs Director, perform legislative advocacy for the Board of Commissioners. Maintain ongoing contacts with government entities as assigned. Assist with keeping county administration and departments abreast of legislative actions affecting county operations.

Provide testimony before legislative bodies as assigned. Provide legislative updates as directed. Under the direction of the Government Affairs Director, research policies to see what changes could be advantageous and which trends might negatively impact the county in the future. Assist with the provision of technical assistance on federal, state, county and local legislation, proposals, and regulations. Effectively communicate, both orally and in writing, the county’s policy interests as directed by the Government Affairs Director. Prepare reports, overviews, legislative analysis as needed. Research and identify relevant federal and state funding opportunities (grants and appropriations) Assist with the county ethics program and assist with the provision of advice, training and guidance. Assist with advising the board on conflict of interest, gift rules, and financial disclosure matters. Assist with compliance to all applicable ethic rules. Make speeches about various programs to community groups and other governmental agencies as directed. Maintain regular and predictable attendance. This position requires regular and consistent on-site attendance. Position also requires assistance with constituent outreach.

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; public relations; human relations; agency policies and procedures; government structure and process; interviewing; ethics. Skill in word processing; 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; 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; three (e) years of government or government affairs experience; knowledge of legislative, regulatory and political processes at the local, state and federal level. Experience in compliance and/or ethics training; Experience working with or within the Ohio General Assembly and Ohio Executive Branch preferred; Experience and/or knowledge of county government preferred.

**Additional Requirements**

No special license or certification is required.

**Supervisory Responsibilities**

Ability to function in a managerial capacity for a division or organizational unit.

**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