

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

<b><u>CLASSIFICATION TITLE:</u></b> Deputy Director, OMB	<b><u>CLASS NUMBER:</u></b> 90014	<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> N23	<b><u>POSITION CONTROL #:</u></b> 013010
<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> Director, OMB (013000)
<b><u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u></b> OMB Budget Analyst 2 (013022)                      OMB Budget Analyst 1 (013012) (013013) (013015)		

**CLASSIFICATION PURPOSE:**

The primary purpose of the Deputy Director, OMB classification is to oversee the review, analysis, recommendations, and final adjustments of the county’s annual budget; coordinate and prepare the final county-wide operating budget and tax budget reports and summaries; monitor and maintain fiscal accountability, budget control, financial processes, and financial management for county agencies.

**JOB DUTIES:**

Review and analyze county-wide budget, information, financial, and performance. Provide direction, instructions, training, and assistance for the budget process. Provide budgetary, financial, and technical assistance and answers inquiries from county agencies, other members of the Commissioner’s office, and the public. Review and assist analysts with the review and completion of strategic business plans and payroll files. Prepare for, attends, and participates in budget meetings. Review budget review questions and draft budget briefs and provides feedback for each agency in preparation for budget meetings. Review final budget briefs for distribution to administration and Commissioners prior to budget hearings. Provide budget status reports throughout the process. Prepare and maintains list of issues to be addressed before the final budget. Review budgetary and financial reports throughout the year and provides feedback, as necessary.

Develop department annual calendar. Enforce policies and procedures. Provide recommendations on matters concerning day-to-day operations, budget process, and budgets. Review and approve Commissioner agency payroll and vouchers. Review and approve distribution of invoices. Assist with the preparation of the county’s five-year financial forecast. Analyze and provide direction to staff and agencies regarding budget adjustment requests. Review resolutions and corresponding analysis and journal entries. Prepare resolutions, as required.

Supervise assigned staff by reviewing and approving timesheets, maintaining standards. Provide day-to-day management of assigned team. Prepare for weekly staff meetings. Assist with the training of county staff by addressing process and concept questions and conducts classes. Assist, train, and encourage staff in the utilization of functionality throughout the year. Develop, sets up and provide direction to staff. Oversee staff liaisons to the Human Services Levy Review Committee.

Determine the conceptual changes and works with the systems administrator in setting up the county’s budget system. Attend weekly senior staff meetings. Attend and participate in general session and Briefing in the absence of the director. Prepare various reports and other information as required. Conduct various financial analyses and researches questions as needed. 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; accounting; management; employee training and development; supervision; public relations; agency policy and procedures; government structure and process; interviewing. Skill in word processing; equipment operations. Ability to deal with problems involving several variables in familiar context; understand practical field of study; define problems, collect data, establish facts and draw a valid conclusions; prepare meaningful, concise and accurate reports; calculate fractions, decimals and percentages; complete routine forms; maintain accurate records; interview job applicants effectively; proofread technical materials, recognize errors and make corrections; use proper research methods in gathering data; establish friendly atmosphere as supervisor of work unit; handle sensitive inquiries from and contacts with officials and general public; prepare meaningful, concise and accurate reports.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Any equivalent combination of relevant training and experience including but not limited to: Bachelor’s degree in business, accounting,

finance, or related field with seven (7) years of budget, accounting, finance, or related 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