

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

<b>CLASSIFICATION TITLE:</b> Deputy Director, HHS Initiatives & Projects	<b>CLASS NUMBER:</b> 90008.3	<b>FLSA:</b> Exempt
<b>AGENCY/DIVISION:</b> Board of Commissioners	<b>JOB TYPE:</b> Full Time, Unclassified	<b>PROBATION PERIOD:</b> N/A
<b>BARGAINING UNIT:</b> Non-Bargaining	<b>PAY GRADE:</b> N21	<b>POSITION CONTROL #:</b> 10016
<b>POSITION LOCATION:</b> 373 S. High Street 25 <sup>th</sup> floor Columbus OH	<b>TYPICAL WORK SCHEDULE:</b> Monday – Friday 8:00 AM – 5:00 PM	<b>SUPERVISOR (PCN):</b> Deputy County Administrator (10021)
<b>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</b>		

**CLASSIFICATION PURPOSE:**

The primary purpose of the Deputy Director classification is to assist the director with defining departmental goals and objectives. Develop policies and procedures. Assist in the preparing department budget. Supervise assigned staff in one or more major department sections or divisions.

**JOB DUTIES:**

Responsible for supporting the Deputy County Administrator responsible for Health and Human Services Agencies and County Administration, in developing and ensuring efficient and effective social service programming for Franklin County residents, and for monitoring the effectiveness of those programs. Develop policies, timelines, resource allocations and result expectations. Conduct research and analysis as needed and/or as directed. Develop program/initiatives, document processes, set up implementation plans and monitoring metrics. Accountable for establishing measurable guidelines to establish progress towards goals. Responsible for communicating regularly verbally and in writing via weekly progress reports with the Deputy County Administrator. Ensure compliance with the directives of the Deputy County Administrator and County Administration.

Perform an active role in supporting the goals and vision of all Franklin County Agencies as assigned, using the Rise Together Blueprint as a guiding principle and resource. Serve as a representative on Agency Committees. Work with Agency Director's as needed to complete assigned tasks. Attend meetings, trainings, speaking to the public, conducting training, etc., as required to accomplish assigned responsibilities. Maintain regular and predictable attendance.

Provide insights and guidance in the implementation of internal policies and procedures within the social service agencies and ensure compliance with federal, state, local and purchasing requirements. Assist with contract review and other procurement duties as needed and/or directed.

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; work force planning; supervision; public relations; human relations; agency policy and procedures; government structure and process; counseling; interviewing; business. Skill in word-processing; equipment operation. Ability to define problems, collect data, establish facts and draw valid conclusions; comprehend and record figures accurately; add, subtract, multiply and divide whole numbers; calculate fractions, decimals and percentages; use statistical analysis; complete routine forms; maintain accurate records; understand manuals and verbal instructions, technical in nature; prepare meaningful, concise and accurate reports; 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; resolve complaints from angry citizens and government officials.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Bachelor's degree in business management, public administration or related field with five (5) years of progressively responsible management experience in public administration, business, government or related field; or any equivalent combination of training and experience.

**Additional Requirements**

Must meet background check requirements.

**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