

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

<u>CLASSIFICATION TITLE:</u> Director, OMB	<u>CLASS NUMBER:</u> 90113	<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> N26	<u>POSITION CONTROL #:</u> 010028
<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> County Administrator (010004)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u> Admin. Assistant 2 (010029) OMB Budget Analyst 3 (010037) (010035) OMB Budget Analyst 2 (010038) OMB Budget Analyst 1 (010033) (010034) (010036) Community Partnerships Coordinator (140001) Human Services Levy Committee		

CLASSIFICATION PURPOSE:

The primary purpose of the Director classification is to direct the operations of the department. Prepares County budgets. Oversees and monitors revenue and expenditures.

JOB DUTIES:

Manage all facets and funding for the Franklin County Commissioners. Oversee the Franklin County tax budget and operating budget. Maintain budget control and operational budgets, monitor financial processes and financial management and establish financial policies and procedures. Provide leadership to agencies and boards regarding strategic business planning, define effective performance measurements, benchmarks, and results of programs and link performance to costs. Oversee and administer county guidelines. Review proposed legislation and establish new policies with legislative requirements.

Review and analyze accountability requirements, internal controls, and development procedures. Coordinate, research, review and conduct special projects. Supervise budgeting and management staff. Prepare financial reports, cost projection reports, and accounting and budget reports. Prepare reports and develop spreadsheets on income and expenditures. Draw conclusions. Answer issues from County departments and citizens. 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 development; lead work; supervision; public relations; agency policy and procedures; government structure and process; interviewing. Skills 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; calculate fractions, decimals and percentages; complete routine forms; maintain accurate records; interview job applicants effectively; prepare meaningful, concise and accurate reports; proofread technical materials, recognize errors and make corrections; use proper research methods in gathering data; gather, collate and classify information about data people or things; establish friendly atmosphere as supervisor of work unit; 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: Master’s degree in accounting, business, or related field with seven (7) years of related experience.

Additional Requirements

A valid State of Ohio driver’s license 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, 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