Franklin County Board of Commissioners
HUMAN RESOURCES

Franklin County Board of Commissioners
Classification Specification & Job Description

CLASSIFICATION TITLE: Government Affairs & Ethics Director	**CLASS NUMBER:** 90105.1	**FLSA:** Exempt
AGENCY/DIVISION: Board of Commissioners	**JOB TYPE:** Full Time, Unclassified	**PROBATION PERIOD:** N/A
BARGAINING UNIT: Non-Bargaining	**PAY GRADE:** N22	**POSITION CONTROL #:** 011300
POSITION LOCATION: 373 S. High St., 26th FL., Columbus, OH 43215	**TYPICAL WORK SCHEDULE:** Monday – Friday 8:00 AM – 5:00 PM	**SUPERVISOR (PCN):** Deputy County Administrator (011001)
JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:		

CLASSIFICATION PURPOSE:
The primary purpose of the Government Affairs and Ethics Director classification is to advocate for Franklin County on legislative issues existing and pending. Research, prepare and provide oral and written testimony to legislatures, special committees and groups. Represent individual county departments in matters related to legislative and public affairs. Answer inquiries.

JOB DUTIES:
Primarily responsible for Franklin County legislative interests and programs at all levels of government, federal, state and local. Interact with additional special committees and organizations involved in legislative affairs to advance the county agenda. Perform legislative advocacy for the Board of Commissioners. Maintain ongoing contacts with government entities. Responsible for keeping county administration and departments abreast of legislative actions affecting county operations. Supervise personnel as assigned.

Provide testimony before legislative bodies as required. Provide legislative updates as directed. Proactively research policies to see what changes could be advantageous and which trends might negatively impact the county in the future. Provide technical assistance on federal, state, county and local legislation, proposals, and regulations. Effectively communicates, both orally and in writing, the county's policy interests. Prepare reports, overviews, legislative analysis as needed. Oversee the county ethics program. Provide advice, training and guidance. Advise the board on conflict of interest, gift rules, and financial disclosure matters. Oversee compliance to all applicable ethic rules. Make speeches about various programs to community groups and other governmental agencies. 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; supervision; public relations; human relations; agency policies and procedures; government structure and process; interviewing; law. 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:
Bachelor's Degree; five (5) years of government or government affairs experience; knowledge of legislative, regulatory and political processes at the local, state and federal level; or any equivalent combination of training and experience.

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