

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

<u>CLASSIFICATION TITLE:</u> Policy Director	<u>CLASS NUMBER:</u> 10259	<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> N19	<u>POSITION CONTROL #:</u> Varies
<u>POSITION LOCATION:</u> 373 S. High Street, 26 th Fl., Columbus, OH 43215	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> Commissioner (Varies)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		

CLASSIFICATION PURPOSE:

The primary purpose of the Policy Director classification is develop and implement policy and strategic planning. Research, write and develop policy documents relating to assignments. Establish and review standards.

JOB DUTIES:

Prepare and deliver policy agenda and strategy. Develop and implement strategy for advancing policy goals. Manage research, write and coordinate policy strategies and activities. Coordinate work with others to ensure completion on a timely basis. Review and make recommendations regarding operations performance data, management and financial reports. Research, prepare and recommend documents for review by County Commissioners and Agency Directors.

Coordinate policy communication. Work with local, regional, state and federal media to pitch policy. Assist in fund raising efforts and activities. Maintain Commissioners calendar. Represent County Commissioners and Agency Directors at meetings and conferences. 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 work force planning; public relations; human relations; agency policy and procedures; government structure and process. Skill in typing; word processing; equipment operations. Ability to define problems, collect data, establish facts and draw valid conclusions; prepare meaningful, concise and accurate reports; 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 in public policy, public administration, business administration, or related field with five (5) years of business administration, or related experience.

Additional Requirements

No additional license or certification is required.

Supervisory Responsibilities

None required.

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