

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

<b><u>CLASSIFICATION TITLE:</u></b> Policy Manager	<b><u>CLASS NUMBER:</u></b> 10254.1	<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> N14	<b><u>POSITION CONTROL #:</u></b> Varies
<b><u>POSITION LOCATION:</u></b> 373 S. High Street, 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> Commissioner (Varies)
<b><u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u></b>		

**CLASSIFICATION PURPOSE:**

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

**JOB DUTIES:**

Work with department executives and other personnel to prepare and deliver policy agenda and strategy recommendations. Assist in building and designing well-defined programs. Make recommendations and plan strategy for advancing policy goals. Address issues found in testing of proposed changes in policy. Monitor policy to ensure compliance and determine if changes are need for optimum implementation and delivery. Coordinate work with others to ensure policies are implemented to prescribed timelines. Coordinate policy communications including email alerts and press releases. Assist in fund raising efforts and activities. Maintain Commissioners calendar. Represent the Policy Director, 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 word processing; typing; 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 generals 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