

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

<u>CLASSIFICATION TITLE:</u> Assistant Director	<u>CLASS NUMBER:</u> 90013	<u>FLSA:</u> Exempt
<u>AGENCY/DIVISION:</u> Child Support Enforcement Agency	<u>JOB TYPE:</u> Full Time, Unclassified	<u>PROBATION PERIOD:</u> N/A
<u>BARGAINING UNIT:</u> Non-Bargaining	<u>PAY GRADE:</u> N22	<u>POSITION CONTROL #:</u> 081002
<u>POSITION LOCATION:</u> 80 E. Fulton Street Columbus, Ohio 43215	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> Director (081000)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u> Administrative Assistant 1 (081401) Finance Administrator (081100) Data Systems Supervisor (081009)		

CLASSIFICATION PURPOSE:

The primary purpose of the Assistant Director classification is to assist the department director with formulating policy and establishing operational procedures. Assist in preparing of department budget. Supervise one or more department sections or divisions. Represent department and/or director at various functions. Act for department director in his/her absence.

JOB DUTIES:

Ensure appropriate resolution of disciplinary issues and attendance issues. Develop and present performance management staff training in coordination with the agency training unit. Perform staff counseling and accountability. Perform other strategic human resource planning. Interpret and enforce work rules and collective bargaining agreement. Provide management advice to supervisors and managers. Insure compliance with local, State, and Federal laws as they pertain to labor relations, human resource management and the program. Oversee and manage the agency administrative processes including the supervision of the Fiscal and I.T. departments within CSEA. Direct front line management of various departments as needed. Use state computer system.

Interpret collective bargaining contract issues. Serve as liaison with union business agent and stewards. Assist as lead in labor management committee meetings. Prepare agendas and meeting notes. Assist director in negotiations of labor contract. Respond to bargaining and non-bargaining staff, issues, and complaints in conjunction with prosecutor’s office. Address grievances, arbitrations, pre-disciplinary hearings, SPBR, and SERB hearings. Represent the agency in meetings in the director’s absence and perform other duties as assigned by the director. Assist director in monitoring, tracking, and reporting of performance management. Assist in the development of performance improvement plans. Review, draft, and monitor IV-D and vendor contracts. Prepare analysis and resolutions authorizing same. Work with the County Purchasing Department to prepare bid and/or RFP requirements, analyze proposals and engage in the negotiation process and draft the Scope of Work and Performance Standards to be attached to the contract.

Develop, update, and/or review agency work rules, processes, and procedures. Assist in agency reorganization projects when appropriate, resource allocation, business decisions, cost savings strategies, and agency efficiencies. Participate in professional human resource associations. 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; management; employee training and development; supervision; safety practices; agency policies and procedures. Skill in equipment operation. Ability to deal with many variables and determine specific actions; define problems, collect data, establish facts and draw valid conclusions; calculate fractions, decimals and percentages; use proper research methods in gathering data; gather, collate and classify information about data, people or things; establish friendly atmosphere as supervisor over staff; resolve complaints from angry citizens and government officials.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Bachelor’s degree in business administration, human resources, public administration or related field or related experience; any equivalent combination of training and experience.

Additional Requirements

Must meet background check requirements.

Supervisory Responsibilities

Ability to function in a managerial capacity for one or more department sections or divisions. Includes the ability to make decisions

on procedural and technical levels.

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