

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

<u>CLASSIFICATION TITLE:</u> Director	<u>CLASS NUMBER:</u> 90107	<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> N24	<u>POSITION CONTROL #:</u> 081000
<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> Deputy County Admin. (011201)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		
Administrative Assistant 2 (081001)	Quality Assurance Manager (086000)	
Assistant Director (081002)	Support Officer Supervisor (081002)	
Support Manager (082000) (082002) (084000)		

CLASSIFICATION PURPOSE:

The primary purpose of the Director classification is to direct the operations of the department. Prepare department budget. Oversee and monitor revenue and expenditures. Formulate, establish and evaluate department policies. Direct and plan department functions. Prepare and present annual department budget. Manage and monitor expenditures. Establish and address staffing issues. Maintain records.

JOB DUTIES:

Manage agency operations. Supervise department managers. Determine and draft plans to maintain federal, state, and county performance measurement percentages. Develop agency policies and procedures to insure maximum organizational efficiency. Formulate and oversee agency budget and respond to audit issues and/or inquiries. Approve and monitor agency revenues and expenditures.

Effect personnel decisions. Make final personnel determinations regarding workforce, discipline, hiring, transfers, etc. Facilitate personnel hearings. Ensure employee training and development. Use state and county computer systems. Interpret federal, state, and local policies, laws, rules, and regulations governing agency and other related areas. Ensure compliance by staff with state laws. Attends director’s meetings, management meetings, supervisor’s meetings, unit meetings, and other meetings as required or as directed by the County Administrator.

Determine purchases and upgrades to agency equipment. Plan for future needs of the agency. Keep agency materials current through purchase of relevant books, publications, journals, manuals, Internet, newspapers, professional newsletters, etc. Incorporate information to county processes and procedures. Maintain memberships and participates/represents the county in professional organizations. Develop public relations and outreach projects and respond to media inquiries. Serve as a liaison between courts and federal, state, and county officials.

Resolve complex problems and serve as liaison with clients, courts, other governmental officials regarding issues or difficult cases. Negotiate and draft collective bargaining agreement. Facilitate labor management meetings. Draft reports as mandated by state, federal, and local rules and regulations. Research, develop, and administer assignments and/or special projects as required or directed by the County Administrator. 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; labor relations; employee training and development; supervision; agency policy and procedures; government structure and process; public relations; human relations; interviewing. Skill in equipment operations. Ability to define problems, collect data, establish facts and draw conclusions; deal with problems involving several variables in familiar context; apply principles to solve practical, everyday problems; interpret extensive variety of technical material in books, journals and manuals; calculate fractions, decimals and percentages; interview job applicants effectively; understand manuals and verbal instructions, technical in nature; maintain accurate records; prepare meaningful, concise and accurate reports; use proper research methods in gathering data; prepare and deliver speeches before specialized audiences and general public; gather, collate and classify information about data, people or things; establish friendly atmosphere as director of agency; handle sensitive inquiries from and contacts with officials and general public; resolve complaints from angry citizens and government officials.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Any equivalent combination of relevant training and experience including but not limited to: Bachelor's degree in social services, public administration or similar program with eight (8) years of public administration experience.

Additional Requirements

Must meet background check requirements.

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