

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

<u>CLASSIFICATION TITLE:</u> Sustainability Officer	<u>CLASS NUMBER:</u> 30401	<u>FLSA:</u> Non-Exempt
<u>AGENCY/DIVISION:</u> Child Support Enforcement Agency	<u>JOB TYPE:</u> Full Time, Classified	<u>PROBATION PERIOD:</u> New Hire: 180 Days Promotion: 120 Days Lateral Transfer to new department: 60
<u>BARGAINING UNIT:</u> Teamsters	<u>PAY GRADE:</u> T4	<u>POSITION CONTROL #:</u> 080114
<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> Fiscal Officer 2 (080008)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		

CLASSIFICATION PURPOSE:

The primary purpose of the Sustainability Officer classification is to manage and maintain inventory, receive and sort goods and provide customer service.

JOB DUTIES:

Assist in the fiscal department by maintaining and managing inventory, including employee annual inventory verification, sourcing items and services for procurement, and receiving and storing goods. Verifying agency capital asset inventory and compare to County Auditor's record. Providing meter readings to equipment vendors. Providing directives to vendors and answer routine inquiries from vendors. Recording asset additions, deletions, and transfers. Submitting furniture and equipment transfer documents to the Auditor's Office. Checking on the status of prepaid postal service accounts with the U.S. Postal Service and replenishing as necessary. Scheduling maintenance and repairs for agency equipment and directing maintenance and repair personnel on-site. Assist in copying and scanning incoming documents as required. Checking the status of copy machine toners. Monitoring equipment service agreements. Storing and relocating office furniture as required. Monitor copy paper levels and place orders if necessary. 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 inventory control; agency policy and procedures. Skill in equipment operation. Ability to define problems, collect data, establish facts and draw valid conclusions; maintain accurate records; understand manuals and verbal instructions, technical in nature; sort items into categories according to established methods.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Any equivalent combination of relevant training and experience including but not limited to: High School diploma or GED with 12 months related experience.

Additional Requirements

Must meet background check requirements.

Supervisory Responsibilities

None required.

UNUSUAL WORKING CONDITIONS:

N/A

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