

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

<u>CLASSIFICATION TITLE:</u> Assistant Director	<u>CLASS NUMBER:</u> 90001	<u>FLSA:</u> Exempt
<u>AGENCY/DIVISION:</u> Department of Animal Care & Control	<u>JOB TYPE:</u> Full Time, Unclassified	<u>PROBATION PERIOD:</u> N/A
<u>BARGAINING UNIT:</u> Non-Bargaining	<u>PAY GRADE:</u> N20	<u>POSITION CONTROL #:</u> 071002
<u>POSITION LOCATION:</u> 4340 Tamarack Blvd., Columbus, Ohio 43224	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> Director (071000)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		
Community Relations Manager (071040)	Clerical Specialist (071011, 071012, 071013, 071014, 071015)	
Business Service officer (071010)	Animal Adoption Assistant (071201, 071202, 071203)	

CLASSIFICATION PURPOSE:

The primary purpose of the Assistant Director classification is to assist department director with formulating policy and establishing operational procedures. Assist in the 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 their absence.

JOB DUTIES:

Manage some of the major operations of the animal shelter, including but not limited to the budget preparation process, statistical data review and input, purchase orders, payroll, and reports. Create work rules, policies, and procedures and evaluate pending state legislation. Oversee various personnel, facilitate disciplines, and approve work performance evaluations. Human Resource experience (e.g. on-boarding, exit interviews, etc.), FMLA policy experience and conflict resolution. Knowledge of business accounting practices, accounts payable, accounts receivable, procurement, State of Ohio record retention and public record laws.

Provide leadership to assigned staff. Provide work assignments and ensure staff adherence to State laws, regulations, and guidelines. Resolve complaints from employees, the public and/or government officials. Research, compile, document, and/or maintain reports related to agency activities. Handle media inquiries at the direction of or when acting in the capacity of the Director. Maintain the department's website. Coordinate annual rabies clinic and annual rabies re-exposure immunization for staff. Interview prospective employees for selected positions and participate in selection of new personnel.

Maintain close-circuit television system and telephone recording equipment. Serve as systems administrator for global positioning system navigation on department vehicles. Serve as department safety officer (e.g., testify in hearings, process injury forms, monitor workers' compensation claims, etc.). 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, or related field or related experience; or any equivalent combination of training and experience.

Additional Requirements

Experience working with NeoGov, FMLA policies, State of Ohio retention and public record laws.

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:

May be required to wear personal protective equipment (PPE) to perform duties. 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