

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

<u>CLASSIFICATION TITLE:</u> Director	<u>CLASS NUMBER:</u> 90104	<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> N24	<u>POSITION CONTROL #:</u> 071000
<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> Deputy County Administrator (011101)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u> Assistant Director (071001, 071002)		

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:

Serves under the direction of the Franklin County Board of Commissioners and reports to a Deputy County Administrator. Manages the department, including the daily operations of the Franklin County Dog Shelter and Adoption Center. The position prepares the annual budget and monitors revenue and expenditures.

Formulates and sets agency policy and procedures and oversees the internal and external operations. Ensures the agency is in compliance with state laws, administrative regulations, county rules, policies, procedures and the collective bargaining agreement. Handles and resolves complaints pertaining to animal control from the public and government officials. Reviews personnel planning and training development needs, interacts with all community stakeholders and helps to implement new programs. Must be committed to providing outstanding customer service. 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 management; labor relations; work force planning; employee training and development; supervision; safety practices; public relations; agency policy and procedures; government structure and process. Skill in equipment operation. Ability to deal with problems involving several variables in familiar context; define problems, collect data, establish facts and draw valid conclusions; interpret extensive variety of technical material in books, journals and manuals; calculate fractions, decimals and percentages; understand manuals and verbal instructions, technical in nature; prepare meaningful, concise and accurate reports; develop complex reports and position papers; use proper research methods in gathering data; gather, collate and classify information about data, people or things; handle sensitive inquiries from and contacts with officials and general public; establish friendly atmosphere as division or large section chief; resolve complaints from angry clients 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 animal science, public administration, business administration, or a related field with seven (7) or more years of experience in animal care, veterinary medicine, public health, or public service programs.

Additional Requirements

Required to maintain valid Ohio driver's license.

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:

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