

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

CLASSIFICATION TITLE: Assistant Director, Operations	CLASS NUMBER: 90005	FLSA: Exempt
AGENCY/DIVISION: Department of Economic Development & Planning/Operations	JOB TYPE: Full Time, Unclassified	PROBATION PERIOD: N/A
BARGAINING UNIT: Non-Bargaining	PAY GRADE: N21	POSITION CONTROL #: 050005
POSITION LOCATION: 150 South Front Street, FSL Suite 10, Columbus, OH 43215	TYPICAL WORK SCHEDULE: Monday – Friday 8:00 AM – 5:00 PM	SUPERVISOR (PCN): Director (050001)
JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:		
GIS Manager (050019) Fiscal Officer 2 (050021) Administrative Assistant 2 (050002) Comm. Development Admin. (050022)		

CLASSIFICATION PURPOSE:

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

Provides administration, management, and leadership of the planning, building services, zoning, GIS, community development and fiscal services divisions and associated programs of EDP, including operations, personnel, budgeting, policy development, and program supervision. Manage and oversee that productive working relations within the office, external partners, and the public are being formed. Act as an ombudsman for entities and residents that need services from County government. Set policies and procedures, staffing, and overseeing the organizational structures within EDP. Perform strategic planning and visioning of the EDP organization. Manage day to day operations and management activities of the agency.

Ensure agency is in compliance with the Ohio Revised Code, regulations, and collective bargaining agreements. Oversee and manage deadlines and set priorities for staff. Manage and oversee the planning activities for Franklin County including short-range board administration, long-range planning, and HUD funded programming. Direct, organize, review, design, and perform evaluation of the overall operations and development of the department’s administration and report to the Director of EDP. Monitor and oversee operations to assure that services are in compliance with contract provisions, applicable federal, state and local laws, and rules and regulations. Serve as the primary advisor to the Director on all matters relating to the administration of the agency including budgeting and fiscal administration. Direct department goals and objectives to be consistent with priorities, policies, and procedures established by the County Administrator and Deputy County Administrator for EDP.

Attend and participate in departmental and management meetings. Represent Director as needed at various community meetings and County events. Communicate agency policies and procedures. Provide oral presentations to the public or public officials. Provide information to public groups, residents, and officials concerning community development and planning issues as directed. Oversee and lead collaborative efforts with outside partner organizations and communities to local planning efforts to further the community development initiatives.

Supervise and direct assigned staff including, Community Development Administrator, GIS Manager, Fiscal Officer 2, and Administrative Assistant 2. Provide management, organizational leadership, and team building. Plan, assign, supervise, train and evaluate the work of professional, and administrative support staff.

Address community concerns and needs. Represent the department and make presentations to elected county officials, county departments, state and municipal officials, citizen groups and other policy-making entities regarding current and future development. Establish and maintain effective public relations. Work with other departments in Franklin County government to cross-collaborate on projects and programs. Negotiate and oversee contracts as assigned. Provide excellent customer service and demonstrate commitment to sound management principles.

Responsible for making financial recommendations on capital purchases, annual budget and expense allocations. Oversee financial planning for departmental functions and needs. Establish priorities and set schedules and budgets for timely completion of projects. Maintain regular and predictable attendance.

The above is intended to describe the general nature and level of work being performed by this position. The statements are not intended to be an exhaustive list of all responsibilities and duties.

MAJOR WORKER CHARACTERISTICS:

Knowledge of budgeting; management; supervision; public relations; agency policy and procedures; interviewing. Skill in equipment operation. Ability to define problems, collect data, establish facts and draw valid conclusions; maintain accurate records; interview job applicants effectively; prepare meaningful, concise and accurate reports; use proper research methods in gathering data; prepare and deliver speeches before specialized audiences and general public; handle sensitive inquiries from and contacts with officials and general public.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Any equivalent combination of relevant training and experience including but not limited to: Master's degree in planning, public administration, or related field with three (3) years of community development, housing programs, or related experience.

Additional Requirements

Must have or obtain by date of hire a valid driver's license applicable to job responsibilities, with a driving record acceptable to Franklin County.

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. While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

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