

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

<u>CLASSIFICATION TITLE:</u> Director	<u>CLASS NUMBER:</u> 90108	<u>FLSA:</u> Exempt
<u>AGENCY/DIVISION:</u> Economic Development & Planning	<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> 051000
<u>POSITION LOCATION:</u> 150 S. Front St., FSL Suite 10, Columbus, OH 43215	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> Deputy County Admin (011101)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		
Administrative Assistant 1 (051002)	Business Service Officer (051001)	
Assistant Director (051100)	Sr. Program Coordinator (051221)	
Assistant Director (051200)	Management Analyst 1 (051004)	

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:

Exercise initiative and autonomy in establishing departmental policies and operational performance goals and in administering, coordinating and supervising departmental staff. Direct and oversee the budget, organizational structure, and agency staffing. Implement programs requiring complex decision processes involving extensive research and coordination. Prepare legal documents as needed and participate in representing the county in outside development organizations' activities. Plan and meet with outside sources to assist with business development projects, expansion, and job creation. Provide information and advise the Board of County Commissioners concerning issues in economic, development, and planning matters.

Respond to requests and briefs on development decisions in order to assist the Commissioners in making informed decisions. Answer e-mails, correspondence, and inquiries from townships, the development community, and the general public or the media. Perform a variety of public relations liaison duties with other county or state representatives, legislators, public groups, or executives.

Supervise, hire, promote, discipline, provide guidance to, and approve the performance evaluations from senior staff. Attend meetings and serve on the Planning Commission and Board of Zoning Appeals. Engage in public speaking to promote activities of the agency's programs and Commissioners' initiatives. 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; supervision; public relations; agency policy and procedures; government structure and process; counseling, interviewing. Skill in equipment operation. Ability to define problems, collect data, establish facts and draw valid conclusions; use of proper research methods in gathering data; prepare and deliver speeches before specialized audiences and general public; develop complex reports; handle sensitive inquiries from and contacts with staff, officials, and general public; establish friendly atmosphere as division or large section chief.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Master's degree in business, public administration, public policy, planning, economics, architecture, or related field with seven (7) years of development, planning, land use, or related experience; or any equivalent combination of training and experience.

Additional Requirements

No special license or certification is required.

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