

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

<u>CLASSIFICATION TITLE:</u> Administrative Officer	<u>CLASS NUMBER:</u> 10256	<u>FLSA:</u> Exempt
<u>AGENCY/DIVISION:</u> Department of Job & Family Services	<u>JOB TYPE:</u> Full Time, Classified	<u>PROBATION PERIOD:</u> 180
<u>BARGAINING UNIT:</u> Non-Bargaining	<u>PAY GRADE:</u> N17	<u>POSITION CONTROL #:</u> 100142
<u>POSITION LOCATION:</u> 1721 Northland Park Ave., Columbus, OH 43215	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> Assistant Director (100140)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		

CLASSIFICATION PURPOSE:

The primary purpose of the Administrative Officer classification is to assist in the administration and coordination of assigned area; and supervise and direct activities of the assigned clerical support area.

JOB DUTIES:

Assist in the administration and coordination of Comprehensive Case Management and Employment Program (CCMEP) and related internal agency initiatives. Assist in establishing the strategy, program structure, service delivery model, policies, procedures, workflows and communications of CCMEP. Assist in establishing and maintaining formal and informal community partnerships, contracts and subawards. Work with the development support services (DSS) and Finance on operational matters related to procurement of services, contract management and fiscal reporting. Work with workforce development and other departments to coordinate public assistance eligibility and work participation requirements. Conduct and/or facilitates meetings, trainings, presentations and informational sessions with internal and external staff, community partners and contracted providers.

Maintain a comprehensive knowledge of program regulations and state laws governing the various sources funding the program. Work with policy and other operational units to develop policies, procedures, program guidance, program descriptions, workflows and desk-aids. Develop processes and procedures for internal and external processes for the reporting of program, fiscal and performance requirements.

Monitor performance measures and deliverables related to CCMEP. Collect, track, monitor, evaluate and maintain data for program operations, program integrity and compliance, performance measurement and reporting, and for audit purposes. Prepare necessary summaries, reports, and program monitoring and audit responses. Draft and implements program improvement plans, technical assistance activities, and corrective action plans.

Perform administrative duties, identifies and resolves internal department situations and identifies and obtains resources for staff. Assist in the marketing and communications of the program. Answer questions from customers, staff, other departments and agencies, and the public. Represent the agency on committees and participates in special projects related to the program. Perform supervisory tasks which include: assigning and reviewing work of the unit and the staff. Set unit expectations and work processes. Conduct unit meetings and trainings. Evaluate staff performance. Conduct necessary disciplinary actions as required. 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; work force planning; human relations; agency policy and procedures. Skill in word processing; equipment operation. Ability to define problems, collect data, establish facts and draw valid conclusions; add, subtract, multiply and divide whole numbers; calculate fractions, decimals and percentages; use statistical analysis; read simple sentences with common vocabulary; comprehend simple sentences with common vocabulary; maintain accurate records; prepare meaningful, concise and accurate reports; use proper research methods in gathering data; work alone on most tasks; establish friendly atmosphere as supervisor of work unit; handle sensitive inquiries from and contacts with officials and general public.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Bachelor's degree in business or related field with three (3) years of office administration or related experience; or any equivalent combination of training and experience.

Additional Requirements

Must meet background check requirements.

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, to act on employee problems, to recommend and approve the transfer, promotion, or salary increase of other employees.

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