

**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 –Northland	<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>
<u>POSITION LOCATION:</u> 1721 Northland Park Ave, Columbus, OH 43229	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> Director (100100)
<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:

Direct and administer activities and projects related to implementation of public and agency policy programs using analytical approaches in support of Federal, State, and County guidelines. Provide direction and assistance to executive, managerial and supervisory personnel involved in implementation of policy, programs, and agency initiatives. Participate in audits and reviews of various programs to ensure compliance with Federal, State, and local rules, regulations, and laws.

Establish key internal and external relationships with various groups regarding public policy and agency programs, services, and operations. Attend meetings, policy and planning sessions, trainings, and conferences with various groups as requested by the Director to maintain current knowledge of policy, programs, and operations.

Coordinate and conduct research and analysis of agency programs and operations. Prepare talking points, summaries, briefings, presentations and review information prepared for the Director. Make public presentations of agency programs, research findings and other analytic or evaluative studies. Coordinate and prepare correspondence on behalf of the Director. Gather information and prepare responses to requests from various groups on agency programs, services, and results.

Prepare, develop, review and submit specialized reports to Commissioners and other public officials, Director, agency executives, staff, and the community ensuring agency consistency and integrity of policy interpretation, development, implementation and compliance with federal, state, and local rules, regulations, and laws. Design and develop methods to track relevant information, monitor progress, and report to the Director and necessary staff. Coordinate the availability and use of program data with partnering agencies and community.

Serve as liaison with the community, public and private agencies, agency executives, and staff on behalf of the Director to support policy, programs, and agency initiatives. Provide information, updates and request follow-up from agency executives as requested by the Director. 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; supervision; public relations; human relations; agency policy and procedures; government structure and process. Skill in word processing; equipment operations. Ability to define problems, collect data, establish facts and draw valid conclusions; use statistical analysis; prepare meaningful, concise and accurate reports, use proper research methods in gathering data; cooperate with coworkers on group projects; establish friendly atmosphere as supervisor of work unit; handle sensitive inquiries from and contact with officials; resolve complaints from government officials.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Bachelor’s degree in business or related field with three (3) year 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