

**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> 100402
<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, CFO (100400)
<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 human resource related activities and projects. Work closely with human resources. Design and implement administrative policies and procedures. Recommend, develop, and implement programs to ensure fair and consistent personnel practices. Interpret and clarify personnel policies and procedures. Respond to inquiries regarding policies, procedures, and programs. Write and update job descriptions as necessary. Maintain organization chart and position control. Draft and recommend requests to post, transfer, or change positions. Monitor positions throughout the hiring process. Manage and monitor the employee performance evaluation program. Develop and coordinate management training program. Advise management in appropriate resolution of employee relations issues. Advise and draft/review employee disciplines. Contact with outside suppliers to provide employee services, such as temporary employees, and conducts recruitment efforts for temporary employees. Advise management on personnel matters and prepare recommendations to the Assistant Director, CFO.

Data management and analysis resulting in regular comprehensive reports for monitoring personnel and staffing. Research, gather and evaluate data and results in relation to established agency performance indicators. Compile and analyze payroll and other complex information. Research and develop solutions to complex issues. Create specialized ad hoc reports for executives and senior management. Develop and coordinate research, best practices, focus groups, and other research to gather necessary data.

Attend administrative staff meetings and other meetings as requested. Participate in special project committees. Direct and administer systems designed to monitor and improve operational effectiveness. Recommend new approaches, policies, and procedures to effect continual improvements in efficiency and services performed. Direct and administer activities and projects related to other areas under the Assistant Director, CFO including finance, monitoring/auditing, contracts and information technology. Organize and work independently on multiple assigned tasks/projects and completes assignments within specified deadlines. Perform other incidental and related duties as required and assigned. Represent the Assistant Director, CFO on agency committees and at meetings, as needed.

Prepare correspondence; disseminate information; establish and maintain agency records and reports. Communicate effectively verbally and in writing to all levels of staff, management, and outside agencies. Accurately follow verbal and written directions from senior management. Demonstrate skills critical for managerial success including leadership, decisiveness, flexibility, sound business judgment, and highly developed personal, analytical and communication skills. Consult with and provide technical assistance to agency staff, senior staff and executive team. Give presentations to staff and management. Attend training sessions and conferences to keep current on issues affecting the agency. 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; supervision; public relations; human relations; agency policies and procedures. Skill in word processing; typing; equipment operation. 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; 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) 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