

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

<b><u>CLASSIFICATION TITLE:</u></b> Administrative Officer	<b><u>CLASS NUMBER:</u></b> 10256	<b><u>FLSA:</u></b> Exempt
<b><u>AGENCY/DIVISION:</u></b> Department of Job & Family Services - Northland	<b><u>JOB TYPE:</u></b> Full Time, Classified	<b><u>PROBATION PERIOD:</u></b> 180
<b><u>BARGAINING UNIT:</u></b> Non-Bargaining	<b><u>PAY GRADE:</u></b> N17	<b><u>POSITION CONTROL #:</u></b> 100660
<b><u>POSITION LOCATION:</u></b> 1721 Northland Park Ave., Columbus, OH 43215	<b><u>TYPICAL WORK SCHEDULE:</u></b> Monday – Friday 8:00 AM – 5:00 PM	<b><u>SUPERVISOR (PCN):</u></b> Assistant Director, CLC (100600)
<b><u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u></b>		

**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 agency compliance with federal and state regulations regarding public and medical assistance benefits programs. Design, recommend, and where appropriate, implement administrative policies and procedures as they relate to agency compliance. Coordinate compliance related activities across agency departments. Create systems designed to monitor and evaluate the effectiveness of the agency programs in reaching compliance standards. Meet with other agency administrative staff, representatives of state and federal officials, in development implementation of ongoing and special programs relating to compliance. Assist in gathering information for and responding to audits and reviews of various public and medical assistance benefits programs.

Prepare correspondence; disseminate information; and prepare and revise procedures/manuals/desk aids/ forms for staff and management. Consult with and provide technical assistance to agency staff, senior staff and executive team; organize training seminars. Give presentations to staff and management; attend training sessions and conferences to keep current on issues affecting compliance-related matters. Represent the Assistant Director, CLC at meetings.

Data management and analysis resulting in regular comprehensive reports for monitoring agency wide compliance with federal and state regulations governing public and medical assistance benefits programs. Creation of specialized ad hoc reports for the Director, Asst. Director, Deputy Directors, Commissioners, and agency senior staff. Development and coordination of research, best practices, focus groups, and other research to gather necessary data. Serves as agency coordinator for various activities, including Income and Eligibility Verification System (IEVS), Discrepant Warrant, Closed Confidential Caseload, Repatriate, Breast and Cervical Cancer Project (BCCP), Interstate Compact on Adoption and Medical Assistance (ICAMA), and Records Commission.

Attend meetings and participate in special project committees. Direct and administer systems designed to monitor and improve compliance. Maintain a comprehensive knowledge of program regulations and laws governing the public and medical assistance benefits program. 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