

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

CLASSIFICATION TITLE: Administrative Officer, Family Stabilization Unit	CLASS NUMBER: 10256	FLSA: Exempt
AGENCY/DIVISION: Department of Job & Family Services	JOB TYPE: Full Time, Unclassified	PROBATION PERIOD: N/A
BARGAINING UNIT: Non-bargaining	PAY GRADE: N17	POSITION CONTROL #: 100236
POSITION LOCATION: 1721 Northland Park Ave., Columbus, OH 43229	TYPICAL WORK SCHEDULE: Monday – Friday 8:00 AM – 5:00 PM	SUPERVISOR (PCN): Deputy Director, Strategic Initiatives (100220)
JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED: Family Stabilization Specialist (100221, 100222, 100223, 100224, 100231, 100232, 10233, 100234, 100235)		

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 staff.

JOB DUTIES:

Work with Deputy Director to direct and administer activities and projects related to implementation of county and agency policy programs, including but not limited to the Family Stabilization Unit Pilot. Provide direction and assistance to executive, managerial and supervisory personnel involved in implementation of programs and initiatives. Participate in audits and reviews of various programs and initiatives to ensure compliance with Federal, State, and local rules, regulations, and laws. Direct and supervise activities of assigned staff, including but not limited to Family Stabilization Specialists. Perform routine supervisory tasks including: assigning and reviewing work; establishing business processes; evaluating employee performance; conducting unit meetings and individual conferences; and assisting in employee professional development.

Establish key internal and external relationships with various groups related to assigned programs and initiatives. Attend meetings, policy and planning sessions, trainings, and conferences with various groups as requested to maintain current knowledge of policy, programs, and operations. Plan, develop, and implement plans and projects to increase linkages and collaborative efforts between the agency and community agencies and organizations, including programs and services provided through contractual arrangements. Monitor compliance with contracts services and program outcomes. Work with community agencies and organizations to identify and recommend changes or new contracted services program outcomes, or collaborative arrangements to support family and agency objectives. Coordinate activities related to collaborative planning with community agencies and organizations. Provide technical assistance, consultation, and information to community agencies and organizations on agency programs and services, how to access services, and policies and procedures governing. Serve in informational and/or advisory capacity to agencies and organizations working with this agency to design and/or evaluate programs and services on behalf of families served by the agency.

Coordinate and conduct research and analysis of programs and initiatives. Prepare talking points, summaries, briefings, presentations and review information prepared related to programs and initiatives. Make public presentations of agency programs, research findings and other analytic or evaluative studies. Coordinate and prepare correspondence on behalf of the program. 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 assigned programs and initiatives. Provide information, updates and request follow-up from agency executives as requested. 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) 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:

This is an unclassified position that serves at the pleasure of the Board of Commissioners. This position is time limited to approximately 24 months.

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