

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

<b><u>CLASSIFICATION TITLE:</u></b> Assistant Director	<b><u>CLASS NUMBER:</u></b> 90016	<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, Unclassified	<b><u>PROBATION PERIOD:</u></b> N/A
<b><u>BARGAINING UNIT:</u></b> Non-Bargaining	<b><u>PAY GRADE:</u></b> N23	<b><u>POSITION CONTROL #:</u></b> 100120
<b><u>POSITION LOCATION:</u></b> 1721 Northland Park Ave., Columbus, OH 43229	<b><u>TYPICAL WORK SCHEDULE:</u></b> Monday – Friday 8:00 AM – 5:00 PM	<b><u>SUPERVISOR (PCN):</u></b> Chief Operating Officer (100150)
<b><u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u></b> Deputy Director, Communications (100500)		

**CLASSIFICATION PURPOSE:**

The primary purpose of the Assistant Director classification is to assist department director with formulating policy and establishing operational procedures. Assist in the preparing of department budget. Supervise one or more department sections or divisions. Represent department and/or director at various functions. Act for department director in their absence.

**JOB DUTIES:**

The Assistant Director, Chief Strategy Officer (CSO) is to organize, analyze, communicate, and operationalize information in key strategic areas of the agency. Ensure the strategic initiatives, engagements, and development activity align to support the strategic mission, vision, and values of the Agency. Work closely with the agency director to develop short and long-term strategies to assist in the delivery in meeting key performance indicators and metrics. Assist in the development of infrastructure to support the execution of the agency strategic plan, as well as, convening regular strategy meetings to monitor progress, identify areas ready for innovation, and identify areas to leverage efficiencies.

The CSO is to assist in the design, development, and execution of systems and processes to streamline the delivery of benefits (Food Assistance, Ohio Works First, Healthcare Assistance, Child Care Assistance, etc.) to individuals and families. Ensure existing and planned customer service initiatives are designed to build and strengthen trust between the Agency and its customers. Responsible for developing a collaborative strategy to align Agency programmatic funding in areas of high need, through collective impact. Work closely with management to design opportunities to engage with staff around trainings, mentoring, professional development opportunities, as well as, continuing education. 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; human resources development; work force planning; public relations; agency policy and procedures; interviewing; business. Skill in equipment operation. Ability to understand practical field of study; 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; prepare meaningful, concise and accurate reports; use proper research methods in gathering data; work alone on most tasks; handle sensitive inquiries from and contacts with officials and general public; establish friendly atmosphere as division or large section chief.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Bachelor’s degree in business management, public administration or related field with nine (9) years of progressively responsible management experience in public administration, business, government or related field; or any equivalent combination of training and experience.

**Additional Requirements**

Must meet background check requirements.

**Supervisory Responsibilities**

Ability to function in a managerial capacity for one or more department sections or divisions. Includes the ability to make decisions on procedural and technical levels.

**UNUSUAL WORKING CONDITIONS:**

This is an unclassified position that serves at the pleasure of the Board of Commissioners.

**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