

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

<u>CLASSIFICATION TITLE:</u> Assistant Director	<u>CLASS NUMBER:</u> 90016	<u>FLSA:</u> Exempt
<u>AGENCY/DIVISION:</u> Department of Job & Family Services - Northland	<u>JOB TYPE:</u> Full Time, Unclassified	<u>PROBATION PERIOD:</u> N/A
<u>BARGAINING UNIT:</u> Non-Bargaining	<u>PAY GRADE:</u> N23	<u>POSITION CONTROL #:</u> 100140
<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>		
Administrative Assistant 1(100141)	Deputy Director, Child Care (102300)	
Administrative Officer (100142)	Deputy Director, WFD (103000)	
Deputy Director, DSS (100700)		

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:

Plan, direct, and administer the overall activities of Development Support Services (DSS), Workforce Development (WKF), and Childcare areas. Programs include Temporary Assistance to Needy Families (TANF), Food Assistance, Medicaid, publically funded child care, child care provider licensure, adult protective services, workforce services, Title XX and refugee services, and other contracted social services to various community and individual contract providers and employers. Due to the significant financial aspect of the social service contracts, has a hybrid reporting structure to the Assistant Director/Chief Financial Officer.

Develop policies relative to the administration and planning of the above listed programs. Evaluate and monitor current agency operations and programs and develops new and revised programs and processes. Participate in establishing priorities for hiring and placement of new staff. Assign and review work, evaluate performance, recommend and administer disciplinary action.

Review state and federal regulations to ensure that areas of the agency are in compliance. Make recommendations to state and federal officials relative to new or existing regulations and issues. Maintain a comprehensive knowledge of program regulations and state laws governing the various funding sources contracted to community providers. Oversee the design, implementation and evaluation of programming for contracted services by maintaining expertise in community needs and best practices for the diverse populations the agency serves.

Act as the agency and/or Commissioners representative on various community coalitions and work-groups. Participate and develop community collaborative social service planning initiatives. Make presentations on behalf of the agency at conferences and public meetings. Attend internal meetings, external meetings and conferences on behalf of 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 budgeting; management; work force planning; human resources development; 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; deal with some abstract but mostly concrete variables; 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; originate routine business letters reflecting standard procedures; prepare meaningful, concise and accurate reports; use proper research methods in gathering data; prepare and deliver speeches before specialized audiences; 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 ; resolve complaints from angry citizens and government officials.

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