

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

<b><u>CLASSIFICATION TITLE:</u></b> Assistant Director, Operations	<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> 930004
<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> Director, DJFS Social Services and Innovation (930001)
<b><u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u></b> Administrative Assistant 1 (930005)                      Administrative Officer (930006) Center Director (930084, 930583, 930401, 930467, 930649) Deputy Director (930649)		

**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:**

Oversee the development, implementation, maintenance and revision of agency operational and strategic plans for the three (3) agency opportunity centers and assigned areas within each center. Ensure coordination/collaboration of internal services. Responsible for outcomes of customer services as defined by management. Directly supervise center directors who are responsible for the administration of benefits to eligible customers for Temporary for Needy Assistance (TANF); Ohio Works First (OWF); Food Assistance; Medicaid; child care services; medical support service; nursing home, hospital, social security income; case management; disability determination; waiver; and transportation. Provide technical consultative assistance to program administrators concerning all aspects of program operations & delivery of services.

Monitor daily operation of the centers and inform the director of major activities. Ensure compliance with agency policies, federal, state, and local rules, regulations, and laws. Work closely with the director in development of all policies relative to the administration of the agency and planning of the above listed programs. Participate in establishing priorities for hiring and placement of new staff. Assign and review work, evaluate performance, conduct corrective action conferences, recommend and administer disciplinary action.

Assign and review work, evaluate performance, conduct corrective action conferences, and recommend and administer disciplinary action. Assist the director in evaluating and monitoring current agency operations and programs and developing new and revised programs. Review all state and federal regulations to ensure that all areas of the agency are in compliance. Make recommendations to state and federal officials relative to new or existing regulations and issues.

Attend training conferences, sessions, and workshops to remain current on the management of all programs administered at the opportunity centers. Act as the agency and/or Commissioners representative on various community coalitions and work-groups. Attend 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 & 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