

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

<u>CLASSIFICATION TITLE:</u> Chief Community Support Services and Partnerships Administrator	<u>CLASS NUMBER:</u> 90017.1	<u>FLSA:</u> Exempt
<u>AGENCY/DIVISION:</u> Department of Job & Family Services	<u>JOB TYPE:</u> Full Time, Unclassified (R.C. 329.021)	<u>PROBATION PERIOD:</u> N/A
<u>BARGAINING UNIT:</u> Non-Bargaining	<u>PAY GRADE:</u> N25	<u>POSITION CONTROL #:</u> 930008
<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> Deputy County Administrator, by designation of Board of Commissioners
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		
Administrative Assistant 1 (930009)	Administrative Officer (TBD)	
Deputy Director, Communications (930065)	Deputy Director, DSS (930141)	
Deputy Director, Child Care (930257)	Deputy Director, Workforce (930303)	
Deputy Director, Policy (930032)		

CLASSIFICATION PURPOSE:

The primary purpose of the Chief Community Support Services and Partnerships Administrator classification is to oversee the daily operations of the assigned departments.

JOB DUTIES:

Provide direct leadership, oversight, and strategic planning for the administration of the agency’s social services and community contracting strategies in consultation with executive leadership and County Administration utilizing local, state, and federal funding programs, including but not limited to Temporary Assistance to Needy Families (TANF), Title XX, Refugee Social Services Program, American Rescue Plan, Emergency Rental Assistance, and general funds. Lead, guide, and oversee agency initiatives in assigned areas. Provide leadership for strategic business plans to ensure future continuity of services and staffing related to assigned areas. Ensure programmatic and staff compliance with all applicable laws, regulations, and policies governing the administration of agency contractual funding. Review state and federal regulations related to assigned areas to ensure that agency is 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.

Participate in the approval process for the agency’s annual budget in consultation with executive leadership and County Administration. Responsible for fiscal accountability to county, state, and federal governments related to contractual funding. Monitor agency expenditures and approve purchase orders for submission to the Board of Commissioners related to social services programming.

Assign, review, and supervise work; evaluate performance; conduct coaching and performance improvement measures; recommend and administer corrective action; and recommend hirings, promotions, and transfers for staff in assigned areas. Facilitate discussions with agency staff on relevant topics of concern and progress measures. Conduct annual performance evaluations and establish goals for assigned staff. Use county computer systems for communication. Serve as agency representative with both internal and external stakeholders, including federal, state, and local officials, as assigned. Represent the agency in the public meetings of the Board of Commissioners. Respond to county inquiries, including those relating to audits or regulatory efforts, related to assigned areas. Analyze, interpret, and provide action plans to improve key performance indicators for assigned areas. Participate in negotiation of collective bargaining agreements. Facilitate labor/management meetings and dialogue.

Provide direct leadership, oversight and strategic planning for the agency’s Communications and Strategic Transformation and Research (STAR) teams. Consult with internal Communications staff and/or Board of Commissioners Public Affairs staff on media responses or media issues. Develop and implement public relations efforts in accordance with directives from County Administration.

Maintain memberships with various agency-related professional organizations. Maintain positive relations with various community and business partners, as well as community organizations with historical linkages to the agency. Lead and/or attend various meetings at the request of executive leadership and/or County Administration. Resolve complex problems and serves as a liaison with residents, community partners, and local, state, and federal officials. Provide leadership to the local community on issues relating to family stability and family support programs and initiatives. Actively seek funding to support agency initiatives. 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 by Board of Commissioners or statute.

MAJOR WORKER CHARACTERISTICS:

Knowledge of budgeting; management; supervision; interviewing; public relations; human relations; agency policy and procedures; government structure and process. Skill in equipment operation. Ability to define problems, collect data, establish facts and draw conclusions; calculate fractions, decimals and percentages; interview job applicants effectively; understand manuals and verbal instructions, technical in nature; prepare meaningful, concise and accurate reports; use proper research methods in gathering data; prepare and deliver speeches before specialized audiences and general public; establish friendly atmosphere as leader of agency; handle sensitive inquiries from and contacts with officials and general public; resolve complaints from angry citizens and government officials.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Master's degree in business, public administration, public policy, economics, or related field with five (5) years of 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, and to act on employee problems.

UNUSUAL WORKING CONDITIONS:

May work occasional weekends, some travel. This is an unclassified position that serves at the pleasure of the Board of Commissioners and pursuant to Ohio Revised Code 329.021.

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