

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

<u>CLASSIFICATION TITLE:</u> Deputy Director, Social Services	<u>CLASS NUMBER:</u> 90008	<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> N21	<u>POSITION CONTROL #:</u> 930141
<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> Chief Community Support Services and Partnerships Administrator (930008)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u> Administrative Officer (930145, 930361)		

CLASSIFICATION PURPOSE:

The primary purpose of the Deputy Director classification is to assist the director with defining departmental goals and objectives. Develop policies and procedures. Assist in the preparing department budget. Supervise assigned staff in one or more major department sections or divisions.

JOB DUTIES:

Manage the day to day operations of the agency Development Support Services department in the planning, implementation, and contracting of social services relating to employment training and job placement, refugee, youth and seniors to support county residents and internal agency initiatives. Maintain a comprehensive knowledge of program regulations and state laws governing the various funding sources contracted to community sub-grantees and vendors. Design, implement and evaluate programming for contracted services by maintaining expertise in resident needs and best practices for the diverse populations the agency serves. Oversee the procurement process for all social service, vendor, and employment contracts based on needs assessments, competitive procurement, contract negotiations, contract program monitoring and compliance, on-going training and communication with various community providers and vendors. Establish and monitor contract data tracking system. Perform analysis of provider and vendor performance and expenditure forecasting for contracts managed by the department.

Supervise, direct, and evaluate direct assigned staff. Prepare performance appraisals, takes disciplinary action when required, directs work and counsels staff. Participate in evaluating and changing agency processes and procedures. Provide recommendation on proposed legislative initiatives. Prepare position papers and briefs for County Commissioners and Agency Director. May present contracts to the County Commissioners. Track department outcomes related to contracted services and agency strategic plan. Evaluate the effectiveness of contracted services and makes recommendations to Agency Director and County Commissioners on the continuation and/or elimination of services. Develop and coordinates provider contract program monitoring inclusive of report writing, citations, and corrective action. Participate in the agency Audit Review Committee to review and recommend the collection of funds due the agency as a result of agency financial monitoring of service contract providers.

Serve on various community boards and committees related to the implementation and continuation of county-wide services. Consult with community partners on various initiatives. Search for agency grant opportunities and responds to available grants. Participate and develop community collaborative service planning initiatives. Make presentations on behalf of the agency at conferences and public meetings. Prepare written reports, documents, spreadsheets, and memorandums for agency and community presentations. Prepare agency plans and adheres to proper processes for submittal to the state for Refugee and Title XX. Participate on committees responsible for PRC and LEP plans. 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 accounting; management; work force planning; employee training and development; human resources development; supervision; public relations; human relations; agency policy and procedures; counseling; business; social sciences. Skills in equipment operation. Ability to 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; maintain accurate records; prepare meaningful, concise and accurate reports; use proper research methods in gathering data; prepare and deliver speeches before specialized audiences and general

public; develop complex reports and position papers; prepare deeds, leases, wills, mortgages and/or contracts, people or things; work along 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:

Any equivalent combination of relevant training and experience including but not limited to: Bachelor's degree in social services, public administration or related field and five (5) years of progressively responsible management experience in social services, community planning and needs assessment.

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:

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