

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

<b>CLASSIFICATION TITLE:</b> Deputy Director, Strategic Initiatives	<b>CLASS NUMBER:</b> 90008.2	<b>FLSA:</b> Exempt
<b>AGENCY/DIVISION:</b> Department of Job & Family Services - Northland	<b>JOB TYPE:</b> Full Time, Unclassified	<b>PROBATION PERIOD:</b> N/A
<b>BARGAINING UNIT:</b> Non-Bargaining	<b>PAY GRADE:</b> N21	<b>POSITION CONTROL #:</b> 100220
<b>POSITION LOCATION:</b> 373 S. High St., 25 <sup>th</sup> Fl., Columbus, Ohio 43215	<b>TYPICAL WORK SCHEDULE:</b> Monday – Friday 8:00 AM – 5:00 PM	<b>SUPERVISOR (PCN):</b> Director, DJFS Social Services and Innovation (930001)
<b>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</b> Family Stabilization Specialist (PCN Varies)		

**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 Family Stabilization Program Pilot and other social service and strategic programming to support county residents and internal agency initiatives. Assist in the development of infrastructure to support the execution of the agency initiatives, as well as, convening regular strategy meetings to monitor progress, identify areas ready for innovation, and identify areas to leverage efficiencies. Maintain a comprehensive knowledge of program regulations and state laws governing the various funding sources. Design, implement and evaluate programming for services by maintaining expertise in resident needs and best practices for the diverse populations the agency serves. This programming should incorporate principles of racial equity, social determinants of health, the human services value curve and behavioral economics. Establish and monitor data tracking system for programs. Design and develop methods, including spreadsheets, to track statistical information, monitor progress, and issues reports to necessary staff. Maintain current and accurate program records. Perform analysis of performance and expenditure forecasting for programs managed by the department. Where necessary to support programming, participate in the procurement process for all social service, vendor, and other contracts for department programming based on needs assessments, competitive procurement, contract negotiations, contract program monitoring and compliance, on-going training and communication with various community providers and vendors.

Lead the planning, development, and implementation of plans and projects to increase linkages and collaborative efforts between the agency, other governmental partners, and community agencies and organizations, including programs and services provided through contractual arrangements. Work with partners to identify and recommend changes or new contracted services program outcomes, or collaborative arrangements to support family and agency objectives. Coordinate activities related to collaborative planning with partners. Provide technical assistance, consultation, and information to partners on agency programs and services, how to access services, and policies and procedures governing. Serve in informational and/or advisory capacity to partners working with this agency to design and/or evaluate programs and services on behalf of families served by the agency.

Coordinate the availability and use of program data with partnering agencies and contract service providers. Provide information and response requests from within the agency and from outside groups on programs, services, and results. Make public presentations of research findings and other analytic and evaluative studies. Provide recommendation on proposed legislative initiatives. Prepare position papers and briefs for County Commissioners and Agency Director. May present contracts to the County Commissioners related to the programs managed by the department. Track department outcomes related to services and agency strategic plan. Evaluate the effectiveness of services and makes recommendations to Agency Director and County Commissioners on the continuation and/or elimination of services. Where appropriate, develop and coordinate provider contract program monitoring inclusive of report writing, citations, and corrective action.

Supervise, direct, and evaluate direct assigned staff. Prepare performance appraisals, take disciplinary action when required, direct work and counsel staff. Participate in evaluating and changing agency processes and procedures.

Serve on various community boards and committees related to the implementation and continuation of department services. Consult with community partners on various initiatives. Search for agency grant opportunities and respond to available grants to support department initiatives. 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. 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 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:**

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