

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

<b><u>CLASSIFICATION TITLE:</u></b> Deputy Director, Workforce	<b><u>CLASS NUMBER:</u></b> 70322	<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> N21	<b><u>POSITION CONTROL #:</u></b> 103000
<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> Assistant Director (100140)
<b><u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u></b> Administrative Secretary 1 (103001)                      Administrative Officer (103070) Case Manager Supervisor (103030) (103040) (103060) (103130) (103080) (103090) (103110)		

**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:**

Responsible for the efficient organization, supervision and administration of employment, education, training and supportive services. Responsible for the administrative supervision of all workforce staff. Must receive and complete reports, answer questions, hold conferences, evaluate and deal with issues arising from decisions made, establish standards and controls for the accountability of workforce services on a county-wide basis with respect to the Temporary Assistance for Needy Families (TANF), Food Stamps Employment and Training (FSET), Able Bodied Adults Without Disabilities (ABAWD), Workforce Investment Act (WIA) and other workforce programs and directs the completion of timely accurate reports for such programs. Work with all workforce areas to carry-out operations related to work activity as outlined in the Deficient Reduction Act legislation (DRA). Including customer assignments, sanctions, reporting, site development, job placement, etc. Responsible for establishing programs targeted at employment opportunities for customers.

Manage and supervise Workforce Development staff. Participate by formulating and establishing agency policies and operating procedures. Hold conferences and meetings to confer with agency officials to plan workforce objectives and coordinate functions and operations between divisions and departments. Serve as chief communicator for the agency with other staff and the community relating to workforce development initiatives. Participate in community strategic planning, leadership training and technical task forces. Serve on advisory boards, committees and task forces working toward strengthening the linkages to supportive services and employment opportunities within the county and surrounding areas. Participate with all sectors of the community to develop economic development plans and policies.

Work cooperatively with all divisions in recruitment, selection and assignment of staff. Responsible for handling routine matters, interview and make recommendations for selection of applicants for vacant positions, completes performance evaluations and makes assignments of personnel duties and responsibilities within the department.

Responsible for collaboration with Community Opportunity Center Directors to achieve maximum program effectiveness. Establish and maintain positive working relationships with service providers, coordinate co-location efforts and other collaborative service arrangements for programs with other organizations to provide for One Stop services for program participants.

Establish and maintain working relationships with employers to promote use of public employment programs and services. Confer with employers to resolve problems such as workforce effectiveness, employer complaints and alternative employer actions for recruiting qualified applicants. Receive, analyze, and complete employment placement reports to determine effectiveness of job development services. Direct workers engaged in contacting employers and participate in development and utilization of job development services and methods. 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 management; labor relations; employee training and development; supervision; public relations; office management;

agency policy and procedures; government structure and process; counseling of employees; interviewing. Skills in equipment. Ability to define problems, collect data, establish facts and draw conclusions; understand practical form social work, case management, calculate fractions, decimals and percentages; understand manuals and verbal instructions, technical in nature; prepare meaningful, concise and accurate reports; use proper research methods in gathering data; establish friendly atmosphere as supervisor or work unit; handle sensitive inquiries from and contacts with officials and general public.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Bachelor's degree with Master's level course work with three (3) years business administration or 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:**

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