

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

<u>CLASSIFICATION TITLE:</u> Director, DJFS Social Services and Innovation	<u>CLASS NUMBER:</u> 90114	<u>FLSA:</u> Exempt
<u>AGENCY/DIVISION:</u> Department of Job & Family Services	<u>JOB TYPE:</u> Full Time, Unclassified (R.C. 329.02)	<u>PROBATION PERIOD:</u> N/A
<u>BARGAINING UNIT:</u> Non-Bargaining	<u>PAY GRADE:</u> N25	<u>POSITION CONTROL #:</u> 930001
<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>		
Executive Assistant (930002) Assistant Director, Operations Deputy Director, Strategic Initiatives Administrative Officer	Assistant Director, Chief Financial Officer (930037) Deputy Director, IT (930152)	

CLASSIFICATION PURPOSE:

The primary purpose of the Director classification is to direct the operations of the department. Prepare department budget. Oversee and monitor revenue and expenditures. Formulate, establish and evaluate department policies. Direct and plan department functions. Manage and monitor expenditures. Appoint, with approval of the Board, department employees (except administrators) and establish and address staffing issues. Maintain records.

JOB DUTIES:

Provide direct leadership, oversight, and strategic planning for the administration of the agency. Lead, guide, and oversee agency initiatives and innovation efforts. Provide leadership for strategic business plans to ensure future continuity of services and staffing. Serve as the compliance officer ensuring programmatic and staff compliance with all applicable laws, regulations, and policies governing the administration of public and medical assistance programs in Franklin County. Evaluate and monitor agency operations related to public and medical assistance programs and develop new and revised programs and processes in response to agency and community needs. Ensure programmatic and staff compliance with all applicable laws, regulations, and policies governing the administration of the agency. Review state and federal regulations 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. Hold primary responsibility and accountability for agency operational standards and outcomes. Provide direct leadership, oversight and strategic planning for the agency's Information Technology and Project Management, Strategic Initiatives, and Finance teams.

Lead the approval process for the agency's annual budget in consultation with executive leadership and County Administration. Oversee the agency's budget in consultation with the executive leadership. Responsible for fiscal accountability to county, state, and federal governments. Monitor agency expenditures and approves purchase orders for submission to the Board of Commissioners.

Effect personnel decision-making. Make determinations and recommendations in regards to workforce, disciplinary actions, transfers, etc. Facilitate discussions with agency staff on relevant topics of concern and progress measures. Conduct annual performance evaluations and establish goals. Use county computer systems for communication. Serve as agency representative with both internal and external stakeholders, including federal, state, and local officials. Represent the agency in the public meetings of the Board of Commissioners. Respond to county inquiries, including those relating to audits or regulatory efforts. Analyze, interpret, and provide action plans to improve key performance indicators. Participate in negotiation of collective bargaining agreements. Facilitate labor/management meetings and dialogue. Provide oversight and direction on voluntary agreements made with other Commissioner-agencies as assigned.

Attend training conferences, workshops, and other meetings to remain current on the management of programs administered, including SNAP, Ohio Works First, and Medicaid. Represent the agency in meetings, workgroups, and other contexts and build and maintain positive working relationships with internal and external stakeholders. Maintain memberships with various agency-related professional organizations. Resolve complex problems and serve as a liaison with residents as well as local, State, and Federal officials regarding issues and difficult cases. Provide leadership to the local community on issues relating to family stability and family support programs and 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.

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:

Any equivalent combination of relevant training and experience including but not limited to: Master's degree in business, public administration, public policy, economics, or related field with five (5) years of related 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 329.02.

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