

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

<u>CLASSIFICATION TITLE:</u> Director	<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	<u>PROBATION PERIOD:</u> N/A
<u>BARGAINING UNIT:</u> Non-Bargaining	<u>PAY GRADE:</u> N28	<u>POSITION CONTROL #:</u> 100100
<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> County Administrator (011201)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		
Executive Assistant (100101)	Assistant Director, CFO (100400)	
Assistant Director (100120)	Assistant Director, Chief Legal Counsel (100600)	

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. Prepare and present annual department budget. Manage and monitor expenditures. Establish and address staffing issues. Maintain records.

JOB DUTIES:

Provide direct leadership, oversight, and strategic planning for the administering of all state public assistance programs in Franklin County as well as the agency’s Workforce Development/Work Activity and PRC (Prevention/Retention/Contingency) programs. Lead, guide, and oversee all agency initiatives. Provide leadership for all strategic business plans to ensure future continuity of services and staffing. Serve as the chief compliance officer ensuring programmatic and staff compliance with all applicable laws, regulations, and policies governing the administration of public assistance programs in Franklin County for the State of Ohio. Lead the approval process for the agency’s annual budget. Oversee the agency’s budget in consultation with the agency’s Assistant Director(s) and Chief Financial Officer. Approve contracted services for the agency in consultation with County Administration. Responsible for fiscal accountability to county, state, and federal governments. Monitor agency expenditures and approves purchase orders for submission to the Board of Commissioners. Hold primary responsibility and accountability for agency standards and outcomes. Oversee the allocation of all limited resources within the agency.

Effect personnel decision-making within the agency. Make final determinations in regards to workforce, disciplinary actions, transfers, etc. and serve as the chief administrative officer for the agency. 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 the chief liaison and 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. Consult with the Deputy Director for Communications on media responses or media issues. Consult with Chief Legal Counsel in matters of litigation, or the impact of legal actions, that could affect the agency’s business operations or model. Analyze, interpret, and provide action plans to improve key performance indicators. Negotiate collective bargaining agreements. Facilitate labor/management meetings and dialogue. Provide oversight and direction on voluntary agreements made with other Commissioner-agencies.

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 county administration. Resolve complex problems and serves as a liaison with clients 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. 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.

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 director 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 seven (7) 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.

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