

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

CLASSIFICATION TITLE: Chief Operating Officer of Justice Policy and Programs	CLASS NUMBER: 90004.1	FLSA: Exempt
AGENCY/DIVISION: Office of Justice Policy and Programs	JOB TYPE: Full Time, Unclassified	PROBATION PERIOD: N/A
BARGAINING UNIT: Non-Bargaining	PAY GRADE: N21	POSITION CONTROL #: 130015
POSITION LOCATION: 373 S. High St., 25 th Fl., Columbus, Ohio 43215	TYPICAL WORK SCHEDULE: Monday – Friday 8:00 AM – 5:00 PM	SUPERVISOR (PCN): Justice Policy Director (130014)
JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:		
Administrative Secretary 2 (130012)	Social Services Coordinator (130013)	
Grants Coordinator (130018)	Fiscal Officer 2 (130019)	
MAT Coordinator (130020)	Re-Entry Social Service Specialist (130017)	

CLASSIFICATION PURPOSE:

The primary purpose of the Chief Operating Officer of Justice Policy and Programs classification is to maintain and direct the daily operations of the business. Work with the agency director to provide programmatic budgets. Supervise assigned staff, administer programs in accordance with local strategies; coordinate and facilitate internal and external grant processing; coordinate contractual partners; provide technical assistance.

JOB DUTIES:

Responsible for the performance and workflow of the justice programs to include the hiring, training and performance evaluation of justice staff in collaboration with the Justice Policy Director. Responsible for developing policy and implementing procedures necessary to monitor outcomes and evaluate the performance of programs awarded to sub-grants. Develop, implement, and communicate policy changes to department supervisors. Ensure alignment with current agency policies and goals, to include those created by the agency director. Oversee the preparation of contracts and processing of award packages for each funded project. Oversee the preparation, processing and distribution of grant funds to sub-grantees. Establish and implement programmatic reporting procedures and provide assistance to sub-grantees related to outcome data collection and analysis. Oversight and coordination of required programmatic monitoring to include on-site and desktop reviews of sub-grant programs. Meets with and reports to the director regarding daily operations, plans for any upcoming adjustments or developments to business operations strategy, or other agency goals and objectives.

Strategic planning efforts as they relate to funding prioritization, gap analysis, community engagement and identification of emerging trends and conditions and updates to the Strategic Justice Plan. Research and draft funding proposals in alignment with the Strategic Justice Plan. Responsible for timeliness and accuracy of all federal, state and local required reporting. Serve as community liaison with various program related groups. Assist with planning and coordination of the annual and quarterly Criminal Justice Planning Board meetings and any conference/workshop planning as deemed necessary. Represent the County and the Justice Policy Coordinator on councils, and boards, when required. Represent and stand in for the agency director, as needed.

Ensure the expediting and monitoring of all applications and grants to insure programmatic and fiscal integrity, outcomes accountability and assurance of applicant compliance to program requirements. Schedule and track audits. Participate in the annual budget and managing for results process. Oversight of justice grants reconciliation in coordination with Office of Management and Budget and assigned fiscal staff.

Oversight of the jail-based MAT program and other related social services programming as required and in collaboration with the Franklin County Sheriff's Office. Office management responsibilities include staff coverage and leave requests, equipment and supplies, file maintenance and travel preparation. Support agency staff and employees, including to advise on promotions and to coordinate with Human Resources. Maintain positive relationships with community partners. 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; accounting; management; employee training and development; government structure and process; interviewing. Skill in equipment operation. Ability to understand practical field of study; define problems, collect data, establish facts and draw valid conclusions; use statistical analysis; maintain accurate records; use proper research methods in gathering data; gather, collate and classify information about data, people or things; work alone on most tasks; establish a friendly atmosphere as supervisor of work unit.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Bachelor's degree business administration or related field with five (5) years of business administration or related experience; or any equivalent combination of training and experience.

Additional Requirements

No special license or certification is required

Supervisory Responsibilities

Ability to assign, review, plan, and coordinate the work of other employees, to provide instruction to other employees, to maintain department standards, to recommend the discipline or discharge of other employees, to act on employee problems, to recommend pay assignments, to evaluate the performance of employees, to approve leave requests, to participate in meetings in which policy questions are reviewed or discussed, to assist with the development of policy, to recommend policy changes, has access to other employee's personnel files, has unlimited access to financial data used in the payroll and benefits budgeting process, has access to financial data used in monitoring organization revenue/income.

UNUSUAL WORKING CONDITIONS:

This is an unclassified position that serves at the pleasure of the Board of Commissioners. The employee may be expected to work in or around crowds and may have contact with potentially violent or emotionally distraught persons.

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