

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

<b><u>CLASSIFICATION TITLE:</u></b> Deputy Director, Survivor Services	<b><u>CLASS NUMBER:</u></b> 90006.4	<b><u>FLSA:</u></b> Exempt
<b><u>AGENCY/DIVISION:</u></b> Justice Policy & Programs	<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> N20	<b><u>POSITION CONTROL #:</u></b> 131000
<b><u>POSITION LOCATION:</u></b> 373 S. High St., 25 <sup>th</sup> Fl., Columbus, Ohio 43215	<b><u>TYPICAL WORK SCHEDULE:</u></b> Monday – Friday 8:00 AM – 5:00 PM	<b><u>SUPERVISOR (PCN):</u></b> Justice Policy Director (132000)
<b><u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u></b> Staff Attorney Supervisor (131001)                      Volunteer Administrator (131008)   Client Analyst Supervisor (130006)		

**CLASSIFICATION PURPOSE:**

The primary purpose of the Deputy Director, Survivor Services classification is to assist the director and serve as an alternate as needed. Develop policies and procedures; define departmental goals and objectives; and, assist in the preparing department budget. Supervise assigned staff, administer assigned programs; coordinate and facilitate internal and external grant processing, provide technical assistance.

**JOB DUTIES:**

Responsible for the performance and work flow of CASA and other assigned programs to include the hiring, training and performance evaluation of professional staff in collaboration with the Justice Policy Director. Oversee recruitment, training, supervision and evaluation of GAL volunteers. Responsible for developing policy and implementing procedures necessary to monitor outcomes and evaluate the performance of programs. Administer and manage all grants related to the program by overseeing the preparation of contracts and processing of award packages for each funded project. Manage 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. Provide oversight and coordinate required programmatic monitoring to include on-site and desktop reviews of sub-grant programs.

Oversee effective implementation and management of CASA and other assigned programs policies and procedures. Ensure compliance with National CASA Association and Ohio CASA Association program standards. Prepare annual report for the court and maintain regular contact with judicial and administrative staff of the court. Develop, implement and manage program public relations, marketing, and crisis plans. Seek out speaking engagement opportunities and serve as CASA spokesperson at civic, community, and other relevant events. Serve as liaison to Court of Common Pleas, Division of domestic Relations and Juvenile Branch, Franklin County Children Services, National CASA Association, Ohio CASA Association, and other relevant child welfare system professionals and organizations. Represent the agency on councils, and boards, when required. Responsible for timeliness and accuracy of all federal, state and local required reporting.

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. Prepare for annual audit of program or grant audits as required. Participate in the annual budget and managing for results process. Oversight of grants reconciliation in coordination with Office of Management and Budget and assigned fiscal staff. Office management responsibilities include staff coverage and leave requests, equipment and supplies, file maintenance and travel preparation. 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; public relations, human relations (Ohio Child Abuse, neglect and dependency law, juvenile rules, and child welfare trends) 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:**

Any equivalent combination of relevant training and experience including but not limited to: Bachelor’s degree business administration, public administration, social sciences or related field with five (5) years of volunteer and/or program management or related 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