

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

<u>CLASSIFICATION TITLE:</u> Assistant Director, Support Services	<u>CLASS NUMBER:</u> 90012.3	<u>FLSA:</u> Exempt
<u>AGENCY/DIVISION:</u> Office on Aging	<u>JOB TYPE:</u> Full Time, Unclassified	<u>PROBATION PERIOD:</u> N/A
<u>BARGAINING UNIT:</u> Non-Bargaining	<u>PAY GRADE:</u> N21	<u>POSITION CONTROL #:</u> 111200
<u>POSITION LOCATION:</u> 280 E. Broad Street	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> Director (100100)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u> Workforce Coordinator (111010), Social Program Developer (111010), Program Manager, APS (111899), Clerical Supervisor (111300), Other positions as assigned		

CLASSIFICATION PURPOSE:

The primary purpose of the Assistant Director classification is to assist department director with formulating policy and establishing operational procedures. Assist in the preparing of department budget. Supervise one or more department sections or divisions. Represent department and/or director at various functions. Act for department director in their absence.

JOB DUTIES:

Assist in the overall administration of the Office on Aging. Assist in the development and oversight of the Support Services, Workforce, Clerical and Client Intake Center, Outreach, and Quality Assurance areas. Oversee the Workforce Development functions of the agency, ensuring all staff achieve their required County trainings and have active career paths developed.

Assist in the evaluation of current agency operations and programs and the development of new and revised programs and processes. Participate in establishing priorities for hiring, onboarding and placement of new staff. Assign and review work, evaluate performance, recommend and administer disciplinary action.

Review state and federal regulations to ensure that areas of the agency are in compliance. Maintain a comprehensive knowledge of Human Services Levy Review Committee requirements and ensure compliance of these recommendations. Oversee the design, implementation and evaluation of programming for services by maintaining expertise in community needs and best practices for the diverse population the agency serves.

Provide visionary leadership, in conjunction with the Director, ensuring a continuous plan of strategic outreach efforts, to ensure the FCOA is being responsive to the emerging needs of older adults in Franklin County.

Act as the agency representative on various community coalitions and work-groups. Participate and develop community collaborative social service planning initiatives. Make presentations on behalf of the agency at conferences and public meetings. Attend internal meetings, external meetings and conferences on behalf of the Director. 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; labor relations; work force planning; human resources development; supervision; public relations; human relations; office management; agency policy and procedures; government structure and process. Skill in equipment operation; law. Ability to recognize unusual or threatening conditions and take appropriate action; apply principles to solve practical everyday problems; deal with variety of variables in somewhat unfamiliar context; interpret variety of instructions in written, oral, picture, or schedule form; define problems, collect data, establish facts and draw valid conclusions; interpret extensive variety of technical material in books, journals and manuals; deal with some abstract but mostly concrete variables; comprehend and record figures accurately; calculate fractions, decimals and percentages; use statistical analysis; recognize safety warnings; comprehend simple sentences with common vocabulary; copy material accurately and recognize grammatical and spelling errors; maintain accurate records; make appointments; understand manuals and verbal instructions, technical in nature; prepare meaningful, concise and accurate reports; use proper research methods in gathering data; cooperate with coworkers on group projects; establish friendly atmosphere as supervisor or work unit; handle sensitive inquiries from and contacts with officials and general public; establish friendly atmosphere as division or large section chief; resolve complaints from angry citizens and governmental officials.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Bachelor's degree in a social service or related field with five (5) years of progressive management or related experience; with a minimum of two (2) years supervisory experience; or any equivalent combination of training and experience.

Additional Requirements

Must maintain a valid Ohio driver's license.

Supervisory Responsibilities

Ability to function in a managerial capacity for one or more department sections or divisions. Includes the ability to make decisions on procedural and technical levels.

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