

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

<b><u>CLASSIFICATION TITLE:</u></b> Assistant Director, Chief Financial Officer	<b><u>CLASS NUMBER:</u></b> 90012.3	<b><u>FLSA:</u></b> Exempt
<b><u>AGENCY/DIVISION:</u></b> Office on Aging	<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> N22	<b><u>POSITION CONTROL #:</u></b> 110101
<b><u>POSITION LOCATION:</u></b> 280 E. Broad St., 3rd FL., Columbus, OH 43215	<b><u>TYPICAL WORK SCHEDULE:</u></b> Monday – Friday 8:00 AM – 5:00 PM	<b><u>SUPERVISOR (PCN):</u></b> Director (110001)
<b><u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u></b> Administrative Assistant I (110019), Grants Coordinator (110023), Fiscal Officer 2 (110012), Deputy Director, Comm (110106), Quality Improvement Admin (110022), Home Repair Manager (110028)		

**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 of agency policies and programs that serve the residents eligible for agency services. Help establish priorities. Provide guidance, direction and expertise to agency management team and staff. Assist with complex/problem situations and provide administrative and technical expertise, particularly in the areas of finance and accounting; workforce development; compliance; and public information. Evaluate and monitor current agency operations and programs and develop new and revised programs and processes. Provide leadership for 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 agency assistance programs. Responsible and accountable for agency operational standards and outcomes. Serve as back-up to agency Director, as needed.

Coordinate and direct internal projects related to the finance department. Review and comment on pending procedural, regulatory, and legislative proposals and changes. Prepare complex spreadsheets and reports for management review that reflect the agency’s overall financial status, related financial statements, and various financial reports needed to monitor state and federal grant awards. Assure compliance and implement internal policies and procedures related to state and federal laws, rules, and regulations related to the various programs administered by the agency. Participate in strategic discussions and decisions of the allocation of financial resources. Attend and provide training for county cost allocations system, studies, and implications of agency operations and costs. Perform monthly analysis of expenditures against federal grants to assure agency had adequate financial resources to meet agency needs. Identify trends that could negatively impact usage of agency funds. Prepare special reports, assist with new initiatives and projects to determine financial impacts.

Plan, develop, organize and administer the financial policies and programs for the agency. Design special accounting systems and procedures as needed. Develop and administer a uniform budget policy and program to accommodate multiple funding sources and administer all budgets from various appropriations and grants. Serve as liaison on fiscal policies and programs with federal departments, state departments, local government and the private sector. Represent the Agency and offer testimony at hearings, prepare and give presentations at meeting of fiscal officers, agency staff and other interested parties. Provide direction and guidance with respect to budgetary and program policies and procedures.

Oversee the procurement process for all social service, vendor, and employment contracts based on needs assessments, competitive procurement, contract negotiations, contract program monitoring and compliance, on-going training and communication with various community providers and vendors. Establish and monitor contract data tracking system. Perform analysis of provider and vendor performance and expenditure forecasting for contracts managed by the department.

Direct and supervise assigned staff. Supervise the selection, orientation and training programs of assigned staff. Maintain regular and predictable attendance.

**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:**

Any equivalent combination of relevant training and experience including but not limited to: Master's degree in business administration, public administration or related field with five (5) years of progressive management or related experience; with a minimum of two (2) years supervisory experience.

**Additional Requirements**

No special license or certification is required.

**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