

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

<u>CLASSIFICATION TITLE:</u> Director	<u>CLASS NUMBER:</u> 90109	<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> N24	<u>POSITION CONTROL #:</u> 111000
<u>POSITION LOCATION:</u> 280 E. Broad St., 3 rd FL., Columbus, OH 43215	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> Deputy County Admin (011201)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u> Assistant Director, Administration (112000) Assistant Director, Operations (113000) Workforce Coordinator (111104)		

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:

Lead, plan, and manage implementation of Adult Protective Services (APS) program with agency strategic business plan. Lead and manage the program which results in a property tax ballot initiative being placed before the electorate every five (5) years. Oversee the aging support programs. Support and facilitate the work of the various supervisors. Conduct annual appraisals of performance and work to establish supervisor's annual goals. Lead the AOS program, which results in the approval of the annual budget. Provide parameters for budget development. Represent Board of Commissioners on boards and committees as requested. Provide leadership to the community on aging related issues.

Seek additional funding sources to support aging initiatives. Oversee hiring process when new positions are added. Attend workshops and trainings to maintain licensure. Lead or attend routine meetings as needed. Generate data as needed for management reflecting results. Provide final approval for internal staff committee activities. Provide leadership and final approval for county wide activities. Oversee compliance and essential activities of grants received. Oversee compliance with Memoranda of Understanding and the Department of Job and Family Services regarding funding issues. 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; workforce planning; public relations; agency policies and procedures; government structure and process; social sciences. Skill in equipment operations; understand practical of study; define problems, collect data, establish facts and draw valid conclusions; interpret extensive variety of technical material in books; journals and manuals; calculate fractions, decimals and percentages; complete routine forms; maintain accurate records; interview job applicants effectively; understand manuals and verbal instructions, technical in nature; prepare meaningful, concise and accurate reports; prepare and deliver speeches before specialized audiences and general public; use proper research methods in gathering data; handle sensitive inquiries from and contacts with officials and general public; establish friendly atmosphere as director; resolve complaints from angry citizens and government officials.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Master's degree in public administration, gerontology, social work, or related field with seven (7) years of public administration, gerontology, social work, 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 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:

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