

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

<u>CLASSIFICATION TITLE:</u> Assistant Director, Administration	<u>CLASS NUMBER:</u> 90011	<u>FLSA:</u> Exempt
<u>AGENCY/DIVISION:</u> Public Facilities Management	<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> 032000
<u>POSITION LOCATION:</u> 373 S. High St., Lobby, Columbus, OH 43215	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> Director (031000)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		
Management Analyst (032001)	Superintendent, Fiscal and Payroll (032400)	
Parking Facility Supervisor (032100)	IT Systems Administrator (032501)	
Office Manager 1 (033200)	IT Project Manager (032600)	
Sustainability Supervisor (032300)		

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:

Supervise and direct all day-to-day activities in the support service division. Supervise and direct resources, security, housekeeping and administrative functions. Direct the operations of two parking garages and surface lots. Evaluate performance, provide training conduct interviews and recommend hiring and discipline.

Plan direct supervise and coordinate the personnel activities of the department to include preparation of documents for departmental discipline, administer recruitment process for the department, direct and prepare human resource report, supervise maintenance of personnel records and prepare position descriptions. Assist in the development and dissemination of personnel policies and procedures and provide guidance to management staff on implementation and to staff on compliance of said policies and procedures.

Research, develop and analyze programs, procedures, policies, and plans. Disseminate policies and programs to department staff. Supervise and direct preparation of departmental budgets. Monitor departmental budgets, approves expenditures. Provide technical advice to aid director in decision-making. Ensure contract compliance. Formulate and review departmental correspondence, specifications, contacts, and reports. Responsible for inventory control of equipment and supplies for this division. 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; inventory control; management; labor relations; employee training and development; public relations; office management; office practices and procedures; agency policy and procedure's; government structure and process; interviewing. Skill in word processing; dictation; equipment operation. Ability to define problems, collect data, establish facts and draw valid conclusion; maintain accurate records; prepare meaningful, concise and accurate reports; gather, collate, and classify information about data, people, or things; establish friendly atmosphere as manager; handle sensitive inquiries from and contacts with officials and general public.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

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

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:

Franklin County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the county will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Effective Date: _____

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