

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

<b>CLASSIFICATION TITLE:</b> Assistant Director, Property Management	<b>CLASS NUMBER:</b> 90010	<b>FLSA:</b> Exempt
<b>AGENCY/DIVISION:</b> Public Facilities Management	<b>JOB TYPE:</b> Full Time, Unclassified	<b>PROBATION PERIOD:</b> N/A
<b>BARGAINING UNIT:</b> Non-Bargaining	<b>PAY GRADE:</b> N21	<b>POSITION CONTROL #:</b> 033000
<b>POSITION LOCATION:</b> 373 S. High St., Lobby, Columbus, OH 43215	<b>TYPICAL WORK SCHEDULE:</b> Monday – Friday 8:00 AM – 5:00 PM	<b>SUPERVISOR (PCN):</b> Director (031000)
<b>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</b>		
Administrative Secretary 2 (033001)	Superintendent, Operations (033100)	
Locksmith Foreman (033002)	Electronic Foreman (033200)	
Purchasing Agent (033005)	Superintendent, Construction (033600)	

**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 assign work to assign staff. Develop, coordinate, schedule, and monitor all permanent improvement projects (e.g., architect and engineer selection, bid advertising, acceptance of contract awards and related construction activities). Prepare and review bid specifications. Monitor progress of assigned staff projects. Manage yearly construction budget requirements, inspect construction projects, approve change orders, and ensure compliance with building codes. Review construction, remodeling, and repair projects to ensure correct performance.

Meet with department directors, elected officials, consultants, contractors and other individuals regarding construction capital improvement projects or facility planning activities. Coordinate and recommend the choice of projects and budgetary needs for initiation of individual projects and plans. Assist in updating and implementing policies and procedural changes. Review and evaluate contractor bids for compliance with the Quality Contracting Standards for capital projects.

Maintain project files of all correspondence and prepare necessary status reports for the agency. Maintain records of costs, billing, blueprints and warranties. Prepare major contract resolutions for Commissioners’ general session. Provide technical advice to director on capital needs at county facilities. 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; employee training and development; supervision; safety practices. Skill in skilled trade; equipment operation. Ability to interpret extensive variety of technical material in books, journals and manuals; add, subtract, multiply and divide whole numbers; use geometry and trigonometry; use statistical analysis; maintain accurate records; originate business letters reflecting standard procedures; prepare meaningful, concise and accurate reports; understand manuals and verbal instructions, technical in nature; establish friendly atmosphere as supervisor of work unit; handle sensitive inquiries from and contacts with officials and general public.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Any equivalent combination of relevant training and experience including but not limited to: Bachelor’s degree in business management or related field with five (5) years of construction, business management, or related 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:**

May be required to wear personal protective equipment (PPE) to perform duties.

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