



Franklin County Board of Commissioners
Classification Specification & Job Description

Table with 3 columns: Classification Title, Class Number, FLSA, Agency/Division, Job Type, Probation Period, Bargaining Unit, Pay Grade, Position Control #, Position Location, Typical Work Schedule, Supervisor (PCN), and Job Title (PCN) of those directly supervised.

CLASSIFICATION PURPOSE:

The primary purpose of the Deputy Director classification is to assist the director with defining departmental goals and objectives. Develop policies and procedures. Assist in the preparing department budget. Supervise assigned staff in one or more major department sections or divisions.

JOB DUTIES:

Manage/oversee the administrative front reception area staff responsible for events, scheduling room reservations for BOC departments and elected officials, management of PFM fleet vehicles that includes weekly detailing of vehicles and scheduling of vehicle usage for all BOC departments and Sheriff's department. Oversee service/drop-off of all vehicles with the Fleet Department. Oversee ordering of all agency office supplies and distribution and materials to include uniforms, work boots, seasonal gear for Summer, Winter, Fall, and Spring for staff.

Maintain current County building directories. Manage/oversee graphics staff to ensure up to date in-house produced signage requests for all BOC departments, elected officials, and Courts. Works with signage vendors to purchase wayfinding signage as needed and when appropriate. Assists with wayfinding projects as they arise. Oversight and auditing of PFM Kronos time keeping, fleet vehicles, staff timesheets and leave requests for entire agency and payroll. Identify training needs for the agency that includes tracking, monitoring, coordinating for all Public Facilities Management staff to include Foremen, Supervisors, Superintendents, Deputy Directors, and Assistant Directors.

Manage/oversee the planning, scheduling, and coordinating all aspects of agency moves. Act as a liaison between agencies, PFM personnel, and vendors for the safe and timely movement and installation of furniture, telephones, and equipment. Maintain contact with all parties following a move to ensure that all open items are scheduled and completed. Manage/oversee the assignment of the asset numbers and tags to all incoming equipment for Public Facilities Management. Complete paperwork, where appropriate, and submit to County Auditor for assets identified in the policies and procedures from the County Auditor. Annually prepares consumable inventory report for PFM for County Auditor. Oversee the Distribution of inventory excel forms to Building Managers, Supervisors, and Foreman. Prepare a total cost of all consumable products on hand. Maintain and assist Auditor's Office with fixed asset inventory (e.g., maintains a database for all fixed assets assigned by Auditor to PFM and updates as needed; Manages/oversee the filing of the annual inventory with the County Auditor; arranges to visit and verifies equipment with the Auditor's Office as required and assists with tagging new capital equipment items, etc.).

Manage/oversee the internet auctioning (e.g., determines suitability of items for auction; views items and researches information as to age, operating condition, original cost, use, etc.; prepares a resolution for Commissioners' approval to internet auction; determines the Agency to receive revenue credit; photographs items and uploads; prepares auction on GovDeals auction site; determines minimum bids, reserve bids, increments, and auction dates; schedules a pre-determined walk through or holds site visits as requested; answers all questions, e-mails, or phone calls; after auction ends, works with buyer to schedule and facilitate pickup of items).

Supervise assigned staff. Direct, coordinate, monitor, and review personnel operations for Public Facilities Management (e.g., recruitment, labor relations, collective bargaining agreements, classification and compensation, personnel actions, employee

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: \_\_\_\_\_

orientation and training programs, FMLA, ADA, EAP, investigations, records management, disciplinary and separation matters). Provide guidance and assistance in technical areas that pertain to personnel matters or problems. Perform liaison duties (e.g., labor relations, rules, and regulations regarding personnel administration). Maintain Tables of Organization and Position Descriptions. Maintain and update EEO and/or agency affirmative action, and work with the Franklin County Human Resources Department and County DEI Office on diversity and inclusion initiatives for Public Facilities Management.

Implement employee development efforts and staff recruitment and retention strategies. Assist in developing supervisor and manager training. Seek training opportunities for employees. Research and respond to complaints regarding staff and training related issues. Manage and oversee agency KRONOS activities, serve as liaison to BOC Human Resources for payroll-related matters. Oversee and expedite the processing of paperwork (e.g., FMLA forms, performance reviews, new-hire packets, promotions, audit reviews, insurance, investigations, etc.).

Prepare and maintain training correspondence, records, reports, and files. Direct contract negotiations with outside training vendors. Assess outside training vendor's performance. Attend workshops, seminars, professional meetings, and reviews books and publications. Serve on special training committees.

Participate in labor management meetings, human resources, and other meetings. Prepare correspondence, memos, documents, classification and compensation information, and reports. May assist other staff with internal/external interviews. Participate in ongoing training in personnel, labor relations/collective bargaining, human resources development, and other related areas to maintain current knowledge and learn of changes in relevant policies, procedures, and laws. Prepare and maintain training correspondence, records, reports, and files. Maintain regular and predictable attendance. This position requires regular and consistent on-site 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; labor relations; employee training and development; supervision; human resources development; public relations; office management; office practices and procedures; agency policy and procedures; government structure and process; counseling; interviewing; law. Skill in word processing; equipment operation. Ability to recognize unusual or threatening conditions and take appropriate action; deal with many variables and determine specific action; add, subtract, multiply and divide whole numbers; comprehend simple sentences with common vocabulary; complete routine forms; maintain accurate records; originate routine business letters reflecting standard procedures; prepare and deliver speeches before specialized audiences and general public; cooperate with co-workers on group projects; answer routine telephone inquiries from public; establish friendly atmosphere as supervisor of work unit; handle sensitive inquiries from and contacts with officials and general public; resolve complaints from angry citizens and government officials.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Any equivalent combination of relevant training and experience including but not limited to: Bachelor's degree in personnel administration, human resources, or related field with six (6) years of human resources experience.

**Additional requirements:**

No special license or certification is required.

**Supervisory Responsibilities:**

Ability to assign, review, plan, and coordinate the work of other employees, to provide instruction to other employees, to maintain department standards, to recommend the discipline or discharge of other employees, to act on employee problems, and to recommend and approve the transfer, promotion, or salary increase of other employees.

**UNUSUAL WORKING CONDITIONS:**

N/A

**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