

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

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|--|---|---|--------------------------------------|--|-----------------------------------|---|
| <u>CLASSIFICATION TITLE:</u> Deputy Director, Support Services & Finance | <u>CLASS NUMBER:</u> 90013.2 | <u>FLSA:</u> Exempt | | | | |
| <u>AGENCY/DIVISION:</u> Public Facilities Management | <u>JOB TYPE:</u> Full Time, Classified | <u>PROBATION PERIOD:</u> 180 | | | | |
| <u>BARGAINING UNIT:</u> Non-Bargaining | <u>PAY GRADE:</u> N21 | <u>POSITION CONTROL #:</u> 030002 | | | | |
| <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> Chief Operating Officer (030039) | | | | |
| <u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u> | | | | | | |
| <table border="0" style="width:100%"> <tr> <td style="width:50%">Parking Facility Supervisor (030005)</td> <td style="width:50%">Support Services Sustainability Manager (030018)</td> </tr> <tr> <td>IT Systems Administrator (030028)</td> <td>Fiscal Support Analyst (030023, 030024, 030025, 030026, 030027)</td> </tr> </table> | | | Parking Facility Supervisor (030005) | Support Services Sustainability Manager (030018) | IT Systems Administrator (030028) | Fiscal Support Analyst (030023, 030024, 030025, 030026, 030027) |
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| IT Systems Administrator (030028) | Fiscal Support Analyst (030023, 030024, 030025, 030026, 030027) | | | | | |

CLASSIFICATION PURPOSE:

The primary purpose of the Deputy Director, Support Services & Finance classification is to oversee the efficient operation of finance and support services. Assist in preparing department budget. Develop policies and procedures. Supervise assigned staff in one or more department sections or divisions.

JOB DUTIES:

Plan, develop, organize, and administer the financial policies and programs for the agency. Supervise subordinate supervisory personnel in charge of accounts payable, appropriation and revenue control and appropriation accounting. Design special accounting systems and procedures as needed.

Develop and administer a uniform budget policy and program to accommodate multiple funding sources and administers all budgets from various appropriations.

Serve as liaison on fiscal policies and programs with county and state Auditor. Represent the Agency and offers testimony at hearings, prepare and give presentations at meeting of fiscal officers, agency staff and other interested parties. Represent the agency in the public meetings of the Board of Commissioners, including preparing Resolutions. Respond to county inquiries. Consult with Public Affairs on media responses or media issues.

Direct and supervise all day to day activities in the support services and finance division including agency wide fiscal management, purchasing, IT, support services and parking operations. Supervise personnel in budgeting, cash management, cost accounting, financial analysis, general accounting, and state audits. Provide direction and guidance with respect to budgetary and program policies and procedures. Identify and submits problems to the assistant director for policy determination. Advise administrative staff regarding fiscal policies and procedures. Prepare plans, reports, contracts, and budgets as necessary.

Analyze and interprets financial data, programs, and fiscal activities to ensure funds are not exceeded. Supervise collection of data, prepares and submits reports showing agency fiscal position. Supervise the preparation of summaries of appropriation, records of monthly transactions, disbursements and expenses and balances of each fund. Maintain operations to ensure compliance with fiscal policies and accounting principles. 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; accounting; 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 finance, business management, or related experience; or any equivalent combination of training and experience.

Additional Requirements

No special license or certification 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:

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