

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

<u>CLASSIFICATION TITLE:</u> Deputy Director, Facilities Technology	<u>CLASS NUMBER:</u> 90003.3	<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> 030022
<u>POSITION LOCATION:</u> 373 S. High St., Lobby Level, Columbus, OH 43215	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> Chief Operating Officer (30039)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u> Electronics Security Project Manager (030033) IT Systems Administrator (030028)		

CLASSIFICATION PURPOSE:

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

JOB DUTIES:

Work closely with the Board of Commissioners CIO and the Franklin County Data Center to provide direction for all hardware, software, and other facilities' technology-related functions. Lead development of strategy, policy, and roadmaps for facilities technology specific to Franklin County Public Facilities Management (PFM), including systems critical to maintaining and operating County facilities safely and securely, in conjunction with the Franklin County Data Center. Assist the managers and staff of each department with technology needs. Maintain knowledge of developments in hardware and software and incorporate new developments. Work with the Franklin County Data Center and/or Board of Commissioners CIO regarding any new systems related to the long-term direction of the PFM facilities technology infrastructure. Oversee programming of software and discuss with developers to meet the organization's objectives. Oversee new technology projects and contribute insight to managing contract compliance with vendors. In conjunction with the Franklin County Data Center, assist in the direction of the design, development, maintenance, and upgrades of systems, programs, equipment, and software to meet county facilities' technology infrastructure needs. Consult with Director, Chief Operating Officer, and others as needed to review division activities, provide recommendations, resolve problems, and receive advice/direction. Define the agency's facilities technology goals for the short, medium, and long term. Assists with implementing and administering policies and procedures in accordance with department rules and regulations. Manage, direct, and evaluate assigned staff. Address employee concerns, direct work, counsel, address and recommend corrective action, and complete employee performance evaluations.

Excellent analytical and problem-solving skills in the technical areas of facilities technology to solve high-priority problems and lead highly-visible incident resolutions. Excellent technical knowledge of current industry best practices and facilities, technology infrastructure, and security procedures. Clearly conveys and receives information and ideas. Actively supports a diverse, equitable, and inclusive culture. Proactively applies an equity and inclusion lens to how the agency approaches team building, processes, and service delivery. Diligently follows through on commitments and consistently meets deadlines. Ensures designs are detailed and thorough, projects run well; also ensures teammates are getting what they need for projects and mentoring. Maintain regular and predictable attendance.

These duties are illustrative only; you may perform some or all of these or other job-related duties as assigned.

MAJOR WORKER CHARACTERISTICS:

Knowledge of budgeting, management; workforce planning; safety practices; public relations; agency policy and procedures; business; electronic data processing. Skill in equipment operation. Ability to define problems, collect data, establish facts & draw valid conclusions; interpret a wide variety of technical material in books, journals & manuals; deal with many variables & determine specific action; understand manuals & verbal instructions, technical in nature; prepare meaningful, concise & accurate reports; use proper research methods in gathering data; prepare & deliver speeches before specialized audiences & general public; originate instructions & specifications concerning proper uses of machinery; establish friendly atmosphere as supervisor of work unit; establish friendly atmosphere as division or large section chief.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Any equivalent combination of relevant training and experience including but not limited to: Bachelor's degree in computer science,

information systems, or relevant discipline and seven (7) years of hands-on IT experience with one (1) year of management experience.

Additional Requirements

The position requires occasionally working outside of business hours (i.e., requires some late nights and weekends for maintenance). Must have and maintain a valid driver's license, with an accessible vehicle during working hours.

Supervisory Responsibilities

Provide extensive supervisory efforts for their assigned team in collaboration with the direct manager and PFM agency HR liaison. Set and maintain high expectations for teams and individuals regarding work quality and quantity. Develop staff skills via ongoing assessment and utilization of training budgets. Collaborate with agency HR liaison on employee corrective action as outlined in policy and/or applicable contract. Manages direct staff functions, including; development and motivation, activity tracking, hiring, performance appraisals, and promotions. Demonstrate agency values and promote the vision and mission of the organization with staff.

UNUSUAL WORKING CONDITIONS:

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

Acknowledgment 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