

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

<u>CLASSIFICATION TITLE:</u> Director	<u>CLASS NUMBER:</u> 90110	<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> N24	<u>POSITION CONTROL #:</u> 031000
<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> Deputy County Administrator (011001)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u> Assistant Director, Administration (032000) Assistant Director, Property Management (033000)		

CLASSIFICATION PURPOSE:

The primary purpose of the Director classification is to direct the operations of the department. Prepare department budget. Oversee and monitor revenue and expenditures. Formulate, establish and evaluate department policies. Direct and plan department functions. Prepare and present annual department budget. Manage and monitor expenditures. Establish and address staffing issues. Maintain records.

JOB DUTIES:

Manage the day-to-day operations of the agency. Formulate policies and procedures and ensure proper implementation. Plans, directs, and recommends current and future facility needs, budgetary needs, capital expenditures and human resource needs to the County Commissioners. Approve department expenditures. Ensure operations are in compliance with ORC 124, Administrative Rules, County Rules, regulations, policies and procedures and collective bargaining agreements.

Maintain liaison with elected officials, professional organizations, general public and other directors. Attend directors, management, supervisor and other meetings, as directed. Prepare reports and correspondence to agency personnel, elected officials and the general public. Plan, organize, direct, implement, and monitor projects assigned to the department.

Participate in contract negotiations and collective bargaining agreement, grievance procedures, and handles sensitive human resources issues and/or problems. Develop and implement safety and preventative maintenance programs that protect building occupants and county facilities. Create and implement staff development programs. 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; management; labor relations; work force planning; employee training and development; safety practices; public relations; government structure and process; interviewing. Skill in skilled trade; equipment operation. Ability to define problems, collect data, establish facts and draw valid conclusions; interpret extensive variety of technical material in books, journals and manuals; calculate fractions, decimals and percentages; understand manuals and verbal instructions, technical in nature; prepare meaningful, concise and accurate reports; use proper research methods in gathering data; prepare and deliver speeches before specialized audiences and general public; originate instructions and specifications concerning proper use of machinery; gather, collate and classify information about data, people or things; handle sensitive inquiries from and contacts with officials and general public; resolve complaints from angry clients and government officials.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Any equivalent combination of relevant training and experience including but not limited to: Master’s degree in business, public administration, public policy, economics, or related field with seven (7) years of related experience.

Additional Requirements

No special license or certification required.

Supervisory Responsibilities

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

UNUSUAL WORKING CONDITIONS:

This is an unclassified position that serves at the pleasure of the Board of Commissioners.

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: _____

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