

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

<b><u>CLASSIFICATION TITLE:</u></b> Assistant Director, Operations	<b><u>CLASS NUMBER:</u></b> 90012.1	<b><u>FLSA:</u></b> Exempt
<b><u>AGENCY/DIVISION:</u></b> Purchasing Department	<b><u>JOB TYPE:</u></b> Full Time, Unclassified	<b><u>PROBATION PERIOD:</u></b> N/A
<b><u>BARGAINING UNIT:</u></b> Non-Bargaining	<b><u>PAY GRADE:</u></b> N21	<b><u>POSITION CONTROL #:</u></b> 020012
<b><u>POSITION LOCATION:</u></b> 373 S. High St., 25 <sup>th</sup> FL., Columbus, OH 43215	<b><u>TYPICAL WORK SCHEDULE:</u></b> Monday – Friday 8:00 AM – 5:00 PM	<b><u>SUPERVISOR (PCN):</u></b> Director (020001)
<b><u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u></b> Print Shop Supervisor (020019)                      Mail Services Supervisor (020013) System Administration Supervisor (TBD)		

**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:**

Responsible for leading and supporting operations of assigned business units, including System Administration, Office Management, Fiscal Management, Mail Services, and Graphic Arts/Print Shop operations. Assist the Director in developing and implementing strategic initiatives and operational plans. Align operational activities with organizational goals and objectives to drive performance and achieve success metrics. Monitor and evaluate operational performance using key performance indicators (KPIs) and metrics. Identify opportunities for process improvement, operational efficiency, and cost reduction. Lead initiatives to streamline workflows, eliminate redundancies, and enhance operational effectiveness. Implement best practices and standards to improve organizational operations and service delivery.

Collaborate with agency/department heads and senior management to align operational processes with County strategies. Foster strong relationships and communication channels across county agencies to facilitate coordinated efforts and shared goals. Serve as a liaison between departments to resolve operational issues and promote a collaborative work environment.

Assist in the development and management of operational budgets, resource allocation, and financial planning. Monitor expenditures and invoice payments, analyze variances, and recommend corrective actions to ensure budget compliance. Optimize resource utilization and allocation to support operational goals and strategic priorities.

Establish performance metrics, benchmarks, and reporting mechanisms to track progress and outcomes. Prepare regular reports, presentations, and dashboards on operational performance and key initiatives for senior management. Develop and analyze data and provide insights to support decision-making and continuous improvement efforts.

Perform all tasks related to the management of a team, including but not limited to, participating in interview and hiring activities, conducting performance evaluations, approving timesheets and leave requests, implementing corrective actions related to performance, identifying professional development goals, and providing coaching. Provide leadership, direction, and mentorship to staff. Assist, train, develop and encourage staff in the performance of their duties. Promote a culture of accountability, innovation, and continuous improvement within the organization. Support professional development initiatives and training programs to enhance team capabilities and competencies. Serve as human resources liaison for the agency.

Attend and participate in internal, external, and public meetings, including general session and briefing, on behalf of the agency. Attend weekly senior staff meetings as assigned. Participate in labor management meetings. Research, develop, and administer special projects as directed.

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; inventory control; management; labor relations; employee training and development; supervision; public relations; agency policy and procedures; government structure and process. Skill in equipment operation. Ability to understand practical

field of study; deal with problems involving several variables in familiar context; complete routine forms; maintain accurate records; interview job applicants effectively; add, subtract, multiply and divide whole numbers; understand manuals and verbal instructions, technical in nature; prepare meaningful, concise and accurate reports; use proper research methods in gathering data; proficiency with Microsoft Office suite; establish friendly atmosphere as supervisor of work unit; handle sensitive inquiries from, and contacts with, officials and the general public; resolve complaints from residents and government officials. Strong writing and presentation skills; experience with system/solution management and office management; ability to think critically.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Any equivalent combination of relevant training and experience including but not limited to: Bachelor's degree in business administration, public administration, operations management or related field with five (5) years of progressively responsible management experience in public purchasing environment, organizational operations, business management, strategic planning, 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:**

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