

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

<u>CLASSIFICATION TITLE:</u> Assistant Director	<u>CLASS NUMBER:</u> 90012.1	<u>FLSA:</u> Exempt
<u>AGENCY/DIVISION:</u> Purchasing Department	<u>JOB TYPE:</u> Full Time, Unclassified	<u>PROBATION PERIOD:</u> N/A
<u>BARGAINING UNIT:</u> Non-Bargaining	<u>PAY GRADE:</u> N20	<u>POSITION CONTROL #:</u> 021020
<u>POSITION LOCATION:</u> 373 S. High St., 25 th FL., Columbus, OH 43215	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> Director (021000)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u> Purchasing Supervisor (021002) Mail Services Supervisor (022000)		

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:

Assist director in planning, coordinating, and managing operations of the agency having a countywide effect. Provide direction, instructions and technical assistance to the agency. Monitor and assist in the management of certain operations of the agency. Review all purchasing contracts for accuracy and legality prior to submission to the Board of Commissioners. Research, develop, and administer purchasing assignments and/or special projects as directed by director or county administration.

Assist the director in developing and implementing countywide policies and procedures for acquisition of goods and services. Manage administrative review and oversee that all county offices and agencies are in compliance with the statutory requirements of the Ohio Revised Code (ORC) as it relates to procurement functions. Support and provide guidance to County agency staff as well as senior leadership, County Administration, and elected officials. Manage and oversee that the mail processing is consistent with U.S. Postal regulations. Responsible for handling technological improvements in all areas of purchasing and mail processing to achieve cost savings and improve customer service. Ensure the purchasing department is in compliance with the ORC, Ohio Administrative Rules, county rules, regulations, policies, procedures, purchasing and the collective bargaining agreement with AFSCME Ohio Council 8, Local 2049. Manage staff, prepare and administer employee evaluations, and oversee and manage the daily operations of the Purchasing Department and the Mail Services Division. Attend and participate in general session and briefing and provide assistance when needed. Attend weekly senior staff meetings in absence of director. Support policy development and outreach activities related to diversity and inclusion efforts in vendor engagement and County procurement.

Supervise assigned staff by reviewing and approving timesheets, maintaining standards. Provide day-to-day management of assigned team. Prepare for and participate in staff meetings. Assist, train, develop and encourage staff in the performance of their duties throughout the year. Develop, set up and provide direction to staff. 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:

Strong writing and presentation skills; experience with drafting contracts and reviewing specifications and scopes of work; ability to think critically. 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.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

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

Additional Requirements

No special license or certification is required.

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.

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