

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

<u>CLASSIFICATION TITLE:</u> Assistant Director	<u>CLASS NUMBER:</u> 90006	<u>FLSA:</u> Exempt
<u>AGENCY/DIVISION:</u> Sanitary Engineering	<u>JOB TYPE:</u> Full Time, Unclassified	<u>PROBATION PERIOD:</u> N/A
<u>BARGAINING UNIT:</u> Non-Bargaining	<u>PAY GRADE:</u> N19	<u>POSITION CONTROL #:</u> 090110
<u>POSITION LOCATION:</u> 280 E. Broad St., 2 nd FL., Columbus, OH 43215	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> Director (090100)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		

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 assisting the director with engineering, operational and management duties, as well as managing the completion of design and construction projects. Plan, organize and direct operation of water and sewer divisions and field office maintenance and construction. Oversee the design of water and sewer projects. Review design plans for confirmation with specifications. Review construction and material submittals, pay estimates, and all construction related items. Attend construction progress meetings. Conduct inspections of construction projects to ensure conformance with design plans and specifications.

Prepare annual Consumer Confidence Reports and departmental operational budget reports. Review and audits utility invoices and subdivision water/sewer plans. Attend watershed, design and construction, and citizen group meetings. Comply and generate reports and daily tracking of operations. Speak with public and answers water and sewer related questions. 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; supervision; safety practices; public relations; human relations; office management; agency policy and procedures; government structure and process; engineering; interviewing. Skill in word processing; equipment operation. Ability to carry out simple instructions; recognize unusual or threatening conditions and take appropriate action; deal with problems involving several variables in familiar context; understand system of mechanical or other procedures; apply principles to solve practical, everyday problems; interpret variety of instructions in written, oral, picture, schedule form; understand practical field of study; define problems, collect data, establish facts and draw valid conclusions; interpret extensive variety of technical material in books, journals, and manuals; deal with non-verbal symbols in formulas, equations, or graphs; deal with many variables and determine specific action; calculate fractions, decimals and percentages; use algebra; use geometry and trigonometry; recognize safety warnings; complete routine forms; maintain accurate records; originate routine business letters reflecting standard procedures; interview job applicants effectively; understand manuals & verbal instructions, technical in nature; prepare meaningful, concise and accurate reports; proofread technical materials, recognize errors and make corrections; prepare and deliver speeches before specialized audiences and general public; establish friendly atmosphere as supervisor of work unit; handle sensitive inquiries from and contacts with officials and general public.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Master's degree in public administration, business administration, or related field with seven (7) years of public administration, engineering, or related experience; or any equivalent combination of training and 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:

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