

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

<u>CLASSIFICATION TITLE:</u> Director	<u>CLASS NUMBER:</u> 90106	<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> N23	<u>POSITION CONTROL #:</u> 090100
<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> Deputy County Admin (011101)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		
Finance Administrator (090305)	Wastewater Operator (090213)	
Project Engineer (090111, 090112)	Wastewater Operator 2 (090216)	
Plant Attendant (090211, 090212)	Utility Compliance Supervisor (090230)	

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:

Administers policies and procedures in accordance to state laws; compiles statistical data and follows state and county rules and regulations pertaining to water and/or sewage. Direct, plan and manage the budget and fiscal expenditures. Provide technical guidance and assistance to staff, general public and the County Commissioners regarding mandated laws. Responsible for supervise assigned staff. Attend directors meetings and other meetings as directed by the county administrator or County Commissioners. Prepare written correspondence and report to agency personnel, elected officials and the general public. 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; safety practices; agency policy and procedure; government structure and process. Skill in equipment operations. Ability to deal with many variables and determine specific actions; use statistical analysis; 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; develop complex reports and position papers; recognize safety warnings; handle sensitive inquiries from and contacts with officials and general public; establish friendly atmosphere as division or large section chief.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Master's degree in public administration, business administration, or related field with nine (9) 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 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:

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