AUG 0 1997

NEW

OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity*	CLASS TITLE: Assistant Director 1	CODE: 61211C
	MAJOR AGENCIES: County Offices, Universities	JURISDICTION: Cnty., Univ.

FUNCTION: Under administrative supervision from director of small to medium-sized agency, assists in definition of agency goals & objectives; develops policies & procedures; supervises major component of agency operations; acts as director in his/her absence;

PERFORMS RELATED DUTIES AS REQUIRED

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
(590) 123:1-717		Assists in formulation of policies, procedures & administrative rules necessary for the efficient management & operation of department. Assists in supervising all operations of department, assigning duties & responsibilities to various divisions &/or institutions, & ensuring the effective accomplishment of all tasks & functions within specific jurisdiction. Represents agency or committees, boards, & commissions; acts as director in his/her absence.	*Developed after employment

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENTS: *(including license, if any.)*	TRAINING & DEVELOPMENT:

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