NEW AUG 0 2 1987

OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity*	CLASS TITLE: Institution Superintendent 2	CODE: 61412C
	MAJOR AGENCIES: County, Universities	JURISDICTION: County, Univ.

FUNCTION: Executive head of an institution having an intermediate number of residents, or of an institution having a small number of residents & either a hazardous environment or a staff with a significant proportion of professionals; is responsible to the department director for implementing policy & ensuring the performance of assigned functions; PERFORMS RELATED DUTIES AS REQUIRE

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	25-35	Formulates policies, procedures, & administrative rules necessary for the efficient management & operation of the institution.	Knowledge of government structure & manag ment; ability to deal with an abstract fi & determine specific actions.
2	45-55	Supervises all operations of institution; assigns duties & responsibilities to various sections & ensures the effective accomplishment of all tasks & functions.	Knowledge of management, supervision, & office management; ability to deal with a abstract field & determine specific actio & to establish a friendly atmosphere with the institution.
3 (59)	15-25	As the institution appointing authority, is responsible for the original hiring of & all subsequent personnel actions regarding all employees within the institution, & for the preparation & daily management of the institution budget.	Knowledge of civil service laws & procedu budgeting, & business administration; abi to deal with an abstract field & determin specific actions.

123:1-7-17

*Developed after employment

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

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