OHIO
CLASSIFICATION
SPECIFICATION
Developed for Equal Opportunity

CLASS TITLE: Assistant Home Superintendent

MAJOR AGENCIES: County Offices, Universities

CODE: 69530 C

JURISDICTION: County, Univ.

FUNCTION: Under direct supervision of home superintendent, assists in the management and operation of a county shildrens home;

-PERFORMS RELATED DUTIES AS REQUIRE

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	37-43	Supervises preparation of meals, cleaning of home, laundering of clothes and other household related duties.	Knowledge of (1) employee training and development*, (2) supervision*, (3) safety practices*; ability to (4) carry out detailed but simple written or oral instructions concerning housekeeping, etc. of a childrens home, (5) establish friendly atmosphere as supervisor of childrens home housekeeping staff.
2	37-43	Performs child care and related tasks necessary to provide for proper care.	Knowledge of 1*, 2*, 3*; ability to 4, 5.
3	17-23	Assists superintendent in budgeting and in selection, training of employees.	Knowledge of 1*, 2*, 3*; ability to 4, 5.

(1026)

123:1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS:

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)*

TRAINING & DEVELOPMENT:

FORM ADM 4134

CLASS TITLE: Assistant Home Superintendent

CODE: 69530 C