REVISED AUG 0 2 1987

OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity*	CLASS TITLE: Superintendent of County Home	CODE: 04501
	MAJOR AGENCIES: County Commissioners, County Human Services	JURISDICTION: County

FUNCTION: Under general supervision from county commissioners, plans & directs overall home operation & care & treatment programs for residents of county home for aged, implements policy as determined by officials on resident eligibility, prepares budget & monitors expenditures, purchases supplies & equipment & supervises subordinate employees; may plan & supervise farm work including breeding, care, feeding & disposition of livestock;

PERFORMS RELATED DUTIES AS REQUIRE

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1		Plans & directs overall facility operation & care & treatment programs for residents of county home for aged (e.g., prepares budget, sets control on expenditures, monitors flow of funds in & out of institution; monitors use & care of all property assigned to home; purchases supplies & equipment in accordance with provisions of law; implements admission policy as determined by officials & uses evidence reported by township trustees or municipal officials to determine eligibility of individuals to become residents of home).	Knowledge of (1) supervision/management, (2) laws, standards & policies governing care & custody of elderly, (3) counseling, (4) human relations, (5) bookkeeping, (6) budgeting, (7) inventory control, (8) care of elderly; ability to (9) apply principles to solve everyday problems, (10) establish friendly atmosphere as superintendent.
2		Directs & supervises subordinate employees (e.g., oversees training of new personnel, orientates new employees on policies & procedures of county home, delegates duties & establishes procedures for subordinate reporting).	Knowledge of 1, 2, 3, (11) employee training & development; ability to 9, 10.

(113)

123:1-8-02

*Developed after employment

UNUSUAL WORKING CONDITIONS:

MINIMUM CLASS REQUIREMENTS: *(Including license, if any.)* 10 courses in psychology, sociology, social work, nursing &/or family relations & human development to cover topics of human relations, counseling care of elderly & laws & standards governing care & custody of elderly (e.g., psychology of adult years, psychology of later years, maturity & aging, nursing of groups, nursing practice problems pertaining to late adults, determinants of social functioning) (or 12 mos. exp.); 3 course in supervision/management (or 3 mos.

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RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
3		Inspects condition of building, grounds & equipment & recommends improvements as required.	Knowledge of 1, 2; ability to 9, (12) define problems, collect data, establish facts & draw valid conclusions.

123; 1-8-02 (114)

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

exp.); 1 course in budgeting (or 1 mo. exp.); 1 course in inventory control (or 1 mo. exp.); 1 course in employee training & development (or 1 mo. exp.); or equivalent. Plus 6 mos. additional work exp. providing social services to elderly.