OHIO CLASSIFICATION SPECIFICATION
Developed for Equal Opportunity

REVISED AUG 0 3 1987

CLASS TITLE: Superintendent of County Children's Home

CODE: 04511

MAJOR AGENCIES: County Commissioners, Children's Services Boards

JURISDICTION: County

FUNCTION: Under general supervision from administrative supervisor, maintains responsiblity for supervision, well-being education & training of children in county children's home & plans & directs general operation of institution; may plan & supervise farm work, including breeding, care, feeding & disposition of livestock;

-PERFORMS RELATED DUTIES AS REQUI

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1		Plans & directs overall program of care for residents of children's home including preparation of budgets, expenditures of funds & use & care of all property assigned to home (e.g., supervises & directs operation & maintenance of equipment & buildings; purchases necessary equipment & supplies in accordance with provisions of law).	Knowledge of (1) budgeting, (2) bookkeeping, (3) inventory control, (4) management, (5) supervision, (6) laws & standards governing care & custody of children, (7) human relations, (8) counseling, (9)child care; ability to (10) use common sense in dealing with problems of employees & children in children's home, (11) establish friendly atmosphere in children's home.
2		Studies needs of children in home & makes specific recommendation on policy & activity to Children's Services Board; supervises receiving & training of children assigned to home; assigns duties & directs work of subordinate employees.	Knowledge of 6, 7, 8, 9, (12) employee training & development; ability to 10.

(115)

123:1-8-02

*Developed after employment

MINIMUM CLASS REQUIREMENTS: (Including Reason, if any.) 10 courses in psychology, sociology, social work, nursing &/or family relations & human development to cover topics of human relations, counseling, child care & laws & standards governing care & custody of children (e.g., child psychology, nursing of groups, nursing practice problems pertaining to children, schoolagers & adolescents, determination of social functioning) (or 12 mos. exp.); 3 courses in supervision/management (or 3 mos. 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 12 mos. additional work exp. in delivering social services to children.

FORM ADM-4134