



CLASSIFICATION SPECIFICATION

CLASS NUMBER 80111

ASSISTANT COUNTY JOB AND FAMILY SERVICES ADMINISTRATOR

OHIO COUNTY DEPARTMENTS OF JOB AND FAMILY SERVICES

EFFECTIVE

MAY 5, 2002

Duties are arranged in order of importance. However, the specific duties and the frequencies listed may vary across counties depending on such factors as the number of other incumbents within this job classification, related classifications, and/or the size of the CDJFS. Therefore, an Assistant County Job and Family Services Administrator may not perform all of the duties listed. However, performance of the first (I) duty a minimum of 20% of the time is mandatory for this classification.



Summary of Essential Duties

The primary purpose of the Assistant County Job and Family Services Administrator classification is to perform administrative duties, develop and implement agency and state policy, rules and regulations as well as agency programs for assigned division, and act as the director in the absence of the county job and family services administrator. If assigned, the employee also provides direct and indirect supervision over agency personnel and activities and determines work policy and standards of performance. Other responsibilities include overseeing fiscal duties for assigned units.

Duties

Frequency: 35% +/- 5%

- I. Performs administrative duties and plans, develops and implements agency and state policy, rules and regulations as well as agency programs and acts as the director in the absence of the county job and family services administrator.

Frequency: 35% +/- 10%

- II. If assigned, provides direct and indirect supervision over agency personnel activities and determines work policy and standards of performance.
 - A. Determines need for new staff members.
 - B. Interviews applicants and makes recommendations for the hiring of New employees; initiates actions for the termination of employees.
 - C. Disciplines subordinates, when necessary.
 - D. Updates and trains staff.
 - E. Reviews, approves, or denies employees' requests for leave.
 - F. Completes performance evaluations of subordinates' work.
 - G. Meets with subordinates regarding any grievances.
 - H. Assigns duties to workers.

Frequency: 20% +/- 10%

- III. Performs or oversees fiscal duties for the agency.



Frequency: 5% +/- 1%

IV. Attends meetings and training sessions.

Frequency: 5% +/- 1%

V. Performs agency-wide public relations duties with community and elected officials.



**KSA'S FOR THE
JOB CLASSIFICATION OF
ASSISTANT COUNTY JOB AND FAMILY SERVICES ADMINISTRATOR**

DUTY	KNOWLEDGE	SKILLS	ABILITIES
I	Program planning, development and implementation; Policy and procedure development and implementation; Complex administrative practices; Supervisory practices; Public administration; Social welfare issues (e.g., Food Stamp distribution).	Oral communication; Advising; Organization; Typing; Word processing.	Resolve a wide range of problems; Define problems; Develop new procedures, policies, or programs; Interpret policies and procedures; Coordinate the actions of others; Supervise others; Implement programs; Coordinate programs; Work on multiple tasks/projects; Monitor the work of others (e.g., monitor Food Stamp distribution).
II	Office practices and procedures; Local, State and Federal laws, rules, and regulations as they pertain to all aspects of social welfare program development and implementation; Contract negotiations; Work policy development; Determination of staffing levels and disciplinary actions; Collective bargaining issues; Duties and responsibilities of all Agency employees in order to supervise a variety of positions directly and indirectly; Personnel practices; Administrative practices; Supervisory practices; Management issues; Training and development practices.	Oral communication; Supervising; Public speaking; Organization; Interviewing.	Resolve a wide range of problems; Extract information from various sources; Carry out complex assignments, operations, and procedures; Handle problems involving varied and unrelated processes and methods; Interpret policies and procedures; Listen for problems or issues and provide responses or explanations; Coordinate the actions of others; Negotiate with others; Maintain accurate records; Supervise others; Interview others; Work on multiple tasks/projects; Monitor the work of others; Assign work to others; Train others; Recognize errors in the work of others; Discipline others; Determine staffing levels for two or more units; Determine disciplinary actions for two or more units; Establish standards of performance for two or more units; Develop work policy for two or more units; Explain legal or technical issues to others; Explain assignments, procedures, or situations to others. Resolve a wide range of problems.
III	Fiscal practices and principles; Intermediate mathematical principles; Office practices and procedures; Local, State and Federal laws, rules and regulations; Financial forecasts; Budgeting principles; Payroll procedures; Fiscal records and accounts; Computer operations (e.g., bookkeeping).	Oral Communication; Computer operation; Organization.	Perform intermediate mathematical calculations; Interpret policies and procedures; Interpret technical or legal material; Monitor allocations to various programs and departments; Forecast financial recommendations; Prepare and monitor Agency budgets; Prepare payroll; Process bills for payment; Prepare Agency fiscal records of administration expenditures for various accounts;



			Utilize computer bookkeeping, reconcile receipts and disbursements; Track Agency expenditures and trend budgets.
IV	Office practices and procedures; Administrative practices; Management issues.	Oral Communication; Listening; Public speaking; Organization.	Extract information from various sources; Give or exchange facts and routine information; Listen for problems or issues and provide responses or explanations; Handle contacts with outside agencies; Speak in front of others in meetings and training sessions; Listen and understand complex sets of verbal instructions for unfamiliar topics.
V	Office practices and procedures; Public relations issues; Social welfare issues.	Oral Communication; Public relations; Public speaking.	Give or exchange facts and routine information; Prepare and deliver lectures; Perform public relations duties; Interact with high ranking officials; Speak before an audience.



Minimum Qualifications

- Completion of undergraduate major core coursework in one of the following or a related field: business administration, public administration, human services, human resources, psychology, sociology, social work, education or finance. Also requires an additional four (4) years of administrative/managerial experience to include responsibility for managing the fiscal aspects of an organization, agency, program or operational area and assisting in developing and implementing policies, programs, laws, rules and/or regulations. At least one of the four years must have been as a supervisor over subordinate staff and/or contractors.

- Or requires three courses or eighteen months of experience in business administration and/or public administration, one course or six months of experience in accounting or finance, two courses or twelve months of experience in social welfare, one course or six months of experience in human resources management, and one course or six months experience in written communication for business. Also requires four (4) years of administrative/managerial experience to include responsibility for managing the fiscal aspects of an organization, agency, program or operational area and assisting in developing and implementing policies, programs, laws, rules and/or regulations. At least one of the four years must have been as a supervisor over subordinate staff and/or contractors.

Or education, training and/or experience in an amount equal to the Minimum Qualifications stated above.

Unusual Working Conditions/Hazards

The position requires no unusual physical effort. The work is mostly sedentary and performed in a standard office environment. The position involves very limited probability of an injury, but minor risks of injuries involving an office setting, such as tripping and falling, do exist.