



CLASSIFICATION SPECIFICATION

CLASS NUMBER 80112

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, a 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 County Job and Family Services Administrator position is to oversee all agency functions. The position has responsibility for maintaining all agency programs and activities. In addition the position provides indirect supervision to all agency employees. Other responsibilities include performing fiscal duties for the entire agency as well as conducting and attending meetings and training sessions.

Duties

Frequency: 25% +/- 5%

- I. Oversees all agency functions and has responsibility for maintaining all agency programs and activities.

Frequency: 25% +/- 5%

- II. Provides indirect supervision to all agency employees.
- A. Determines need for new staff members, and informs county commissioner of need.
 - B. Interviews applicants and makes recommendations to the county commissioner for the hiring of new employees; initiates actions for the termination of employees.
 - C. Disciplines subordinates, when necessary.
 - D. Reviews, approves, or denies employee requests for leave.
 - E. Completes performance evaluation of subordinates' work.
 - F. Negotiates union agreements.

Frequency: 20% +/- 5%

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

Frequency: 20% +/- 5%

- IV. Conducts and attends meetings and training sessions.

Frequency: 10% +/- 3%

- V. Performs public relations duties, representing entire agency.



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

DUTY	KNOWLEDGE	SKILLS	ABILITIES
I	Office practices and procedures; Personnel practices; Supervisory practices; Interviewing principles; The Americans with Disabilities Act; The Civil Rights Amendment; Training and development; Contracts and negotiations.	Reading comprehension; Oral Communication; Organization; Training; Delegating.	Handle problems involving varied and unrelated processes and methods; Supervise, delegate and monitor the work of different Supervisors; Discipline delinquent employees; Interview and selects new employees; Develop and train staff; Research new information and update staff; Give technical advice to subordinates; Perform intermediate mathematical operations (addition, subtraction, multiplication and division of fractions, decimals, and percentages); Maintain accurate records; Monitor the work of others; Assign work to others; Explain legal or technical issues to others; Explain assignments, procedures, or situations to others.
II	Local, State and Federal laws, rules and regulations concerning employment practices; Personnel practices; Supervisory practices; Administrative practices and procedures; Training and development practices; Safety practices; Interviewing principles; Occupational Safety and Health Administration (OSHA); Disciplinary practices and procedures.	Oral communication; Organization; Interviewing; Supervising.	Work with others; Answer routine questions/inquiries; Supervise others; Interview others; Recommend qualified candidates; Interprets policies and procedures; Monitor the work of others; Assign work to others; Train others; Recognize errors in the work of others; Discipline others; Explain assignments, procedures, or situations to others.
III	Computer operations; Office practices and procedures; Bookkeeping practices; Compensation issues; Fiscal management; Financial accounting; Budgeting procedures; Computerized book keeping; Financial forecasting.	Organization; Data interpretation; Mathematics; Writing; Computer skills.	Collect data; Statistically analyze data; Perform intermediate mathematical operations (addition, subtraction, multiplication and division of fractions, decimals and percentages); Write budget reports; Track Agency expenditures; Prepares and monitors Agency budgets; Forecast financial recommendations; Interpret fiscal data and make budget preparations; Monitor allocations to various programs and divisions.
IV	Training seminars procedures; Note taking.	Presentation; Listening; Note taking; Information retention.	Present and relay information; Retain information; Utilize information in work setting; Report information to the appropriate people.
V	Public relations.	Oral communication; Public speaking.	Present information to the public; Answer questions pertaining to programs.



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 five 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 two of the five 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 five 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 two of the five 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 does not involve responsibility for the physical safety of others. Additionally, 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.