

**STATE OF OHIO (DAS)**CLASSIFICATION  
SPECIFICATION**CLASSIFICATION SERIES:**

Assistant Director

**SERIES NO.:**

6121

**MAJOR AGENCIES:**

All Agencies

**EFFECTIVE DATE:**

03/07/2004

**SERIES PURPOSE:**

The purpose of the assistant director occupation is to assist in defining agency goals & objectives, develop policies & procedures, supervise major component of agency operations & act in absence of director.

The levels are differentiated only by the size of the agency & the complexity of operations. The level to be assigned is at the discretion of the agency director.

The number of assistant directors that can be assigned to any given agency is limited by statute (i.e., one per agency, except where statute permits more than one).

**CLASS TITLE:**

Assistant Director 1

**CLASS NUMBER:**

61211

**EFFECTIVE DATE:**

03/07/2004

**CLASS CONCEPT:**

The first managerial level class works under administrative direction & requires thorough knowledge of management in order to assist in defining agency goals & objectives, develop policies & procedures, direct agency operations in one major division, supervise at least two full-time permanent civil service employees & act in absence of director.

**CLASS TITLE:**

Assistant Director 2

**CLASS NUMBER:**

61212

**EFFECTIVE DATE:**

01/05/1997

**CLASS CONCEPT:**

The second managerial level class works under administrative direction & requires thorough knowledge of management in order to assist in defining agency goals & objectives develop policies & procedures, direct agency operations in one major division, supervise at least two full-time permanent civil service employees & act in absence of director.

**CLASS TITLE:**

Assistant Director 3

**CLASS NUMBER:**

61213

**EFFECTIVE DATE:**

01/05/1997

**CLASS CONCEPT:**

The third managerial level class works under administrative direction & requires thorough knowledge of management in order to assist in defining agency goals & objectives, develop policies & procedures, direct agency operations in one major division, supervise at least two full-time permanent civil service employees & act in absence of director.

**CLASS TITLE:**

Assistant Director 4

**CLASS NUMBER:**

61214

**EFFECTIVE DATE:**

03/07/2004

**CLASS CONCEPT:**

The fourth managerial level class works under administrative direction & requires thorough knowledge of management in order to assist in defining agency goals & objectives, develop policies & procedures, direct agency operations in one major division, supervise at least two full-time permanent civil service employees & act in absence of director.

<b>CLASS TITLE:</b> Assistant Director 1	<b>CLASS NUMBER:</b> 61211	<b>BARGAINING UNIT:</b> EX
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**EFFECTIVE DATE:**  
03/07/2004

**JOB DUTIES IN ORDER OF IMPORTANCE:** (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Assists in defining agency goal & objectives, formulates policies, procedures & administrative rules necessary for efficient management & operation of department, directs operations of major division, supervises at least two full-time permanent civil service employees & acts on behalf of & represents director in his/her absence.

Assist in supervising all operations of department, assigning duties & responsibilities to various division &/or institutions, & ensuring effective accomplishment of all tasks & functions within specific jurisdiction.

Represents agency on committees, boards, & commissions.

**MAJOR WORKER CHARACTERISTICS:**  
N.A.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**  
N.A.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**  
N.A.

**UNUSUAL WORKING CONDITIONS:**  
N.A.

<b>CLASS TITLE:</b> Assistant Director 2	<b>CLASS NUMBER:</b> 61212	<b>BARGAINING UNIT:</b> EX
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**EFFECTIVE DATE:**  
01/05/1997

**JOB DUTIES IN ORDER OF IMPORTANCE:** (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Assists in defining agency goals & objectives formulates policies, procedures & administrative rules necessary for efficient management & operation of department, directs operations of major division, supervises at least two full-time civil service employees & acts on behalf of & represents director in his/her absence.

Assists in supervising all operations of department, assigning duties & responsibilities to various divisions &/or institutions, & ensuring effective accomplishment of all tasks & functions within specific jurisdiction.

Represents agency on committees, boards, & commissions.

**MAJOR WORKER CHARACTERISTICS:**  
N.A.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**  
N.A.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**  
N.A.

**UNUSUAL WORKING CONDITIONS:**  
N.A.

<b><u>CLASS TITLE:</u></b> Assistant Director 3	<b><u>CLASS NUMBER:</u></b> 61213	<b><u>BARGAINING UNIT:</u></b> EX
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**EFFECTIVE DATE:**  
01/05/1997

**JOB DUTIES IN ORDER OF IMPORTANCE:** (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Assists in defining agency goals & objectives, formulates policies, procedures & administrative rules necessary for the efficient management & operation of department, directs operations of major division, supervises at least two full-time permanent civil service employees & acts on behalf of & represents director in his/her absence.

Assists in supervising all operations of department, assigning duties & responsibilities to various divisions &/or institutions, & ensuring effective accomplishment of all tasks & functions within specific jurisdiction.

Represents agency on committees, boards, & commissions.

**MAJOR WORKER CHARACTERISTICS:**  
N.A.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**  
N.A.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**  
N.A.

**UNUSUAL WORKING CONDITIONS:**  
N.A.

<b>CLASS TITLE:</b> Assistant Director 4	<b>CLASS NUMBER:</b> 61214	<b>BARGAINING UNIT:</b> EX
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**EFFECTIVE DATE:**  
03/07/2004

**JOB DUTIES IN ORDER OF IMPORTANCE:** (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Assists in defining agency goals & objectives, formulates policies, procedures & administrative rules necessary for efficient management & operation of department, directs operations of major division, supervises at least two full-time civil service employees & acts on behalf of & represents director in his/her absence.

Assists in supervising all operations of department, assigning duties & responsibilities to various division &/or institutions, & ensuring effective accomplishment of all tasks & functions within specific jurisdiction.

Represents agency on committees, boards, & commissions.

**MAJOR WORKER CHARACTERISTICS:**  
N.A.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**  
N.A.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**  
N.A.

**UNUSUAL WORKING CONDITIONS:**  
N.A.