MONTGOMERY COUNTY CLASSIFICATION SPECIFICATION: 5/16/07	**CLASS TITLE**: ASSISTANT DIRECTOR, JOB & FAMILY SERVICES	**CODE**: 61820
	MAJOR AGENCIES: BCC (JOB & FAMILY SERVICES & CHILDREN SERVICES DEPT.)	**PAGE** 1 **OF** 2

CLASS CONCEPT: Assistant Director level reporting to County Job and Family Services Director with responsibility for the administration and financial management of agency services and for specific operations and/or communication of agency programs and/or services. Performs material and substantial duties of classification more than 50% of the time.

RANK	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	Provides leadership and direction for specific action plans, for evaluation and organization of agency needs, for development of agency programs, and for practice and/or maintenance of all agency, county, state, and federal policies, regulations and/or laws.	Knowledge of 1(budgeting), 4 (accounting, finance), 5 (management – social service program administration), 7 (workforce planning), 8b (human resource development), 9b (supervision-direct), 11a (public relations), 11b (human relations), 14 (government structure & process-health and human services), 15 (counseling), 16 (interviewing), 21 (social sciences-social needs assessment), 22 (electronic data processing-financial systems, case management system), 23 (law-state and federal guidelines/OH civil service & collective bargaining laws, rules and procedures); Skill in 29(personal computer and office equipment); Ability to 30k (understand practical field of study (management, accounting, public relations), 30r (deal with many variables & determine specific action), 31g(use statistical analysis), 32u(prepare & deliver speeches before specialized audiences & general public), 32w(develop complex reports & position papers), 32z(prepare contracts), 34e(establish friendly atmosphere as supervisor), 34f(handle sensitive inquiries from & contacts with officials & general public), 34i(resolve complaints from angry citizens & government officials). (*Developed After Employment)
2	Establishes and maintains decisive administrative structure which will support, facilitate and improve agency services both internally and externally within applicable policies, regulations and laws.	
3	Assists in budget preparation, monitors expenditures, provides accountability for funds expended, and maintains integrity of provided services and their costs. Knows funding processes for agency through local, state and federal government and searches alternate funding streams such as grants which may be government or private.	
4	Provides effective Public Relations program which interprets agency's services to the community; initiates and/or participates in community activities to maintain agency presence; and maintains agency relationship with other community, county and state organizations affiliated with similar services/programs.	

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENTS: (Including License, If Any) Completion of graduate major program course work in business administration, MSW, MBA, or other advanced degree, and 10 yrs. human services agency progressive responsibility;**-OR alternative, equivalent evidence of Minimum Class Requirements**. (Other Evidences May Be Substituted)	TRAINING & DEVELOPMENT:

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CLASS CONCEPT:

RANK	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
4	Assists County Job and Family Services Director in formulation of sound agency policies including recommendations for changes and/or improvements in connection to community needs; assists in performance of administrator functions where needed; works closely with leaders within agency and provides leadership/work within appropriate committees.	
5	Participates in or aides research development which will enhance agency needs and functions. Manages agency changes effectively and takes logical, calculated risks which will overall enhance agency and its services to community.	
	(Performs Related Duties As Required)	(*Developed After Employment)

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENTS: (Including License, If Any) (Other Evidences May Be Substituted)	TRAINING & DEVELOPMENT: