

MONTGOMERY COUNTY CLASSIFICATION SPECIFICATION: 7/1/00	CLASS TITLE: COUNTY JOB AND FAMILY SERVICES ADMINISTRATOR	CODE: 61516 CHS-MONT
	MAJOR AGENCIES: COUNTY JOB AND FAMILY SERVICES	PAGE <u>1</u> OF <u>2</u>

CLASS CONCEPT:

Under administrative direction from board of county commissioners & Ohio Department of Job and Family Services, administers County Job and Family Services agency having caseload of 7,500 - 11,000 Public Assistance and Child Support Enforcement cases per month (i.e., no other type of case count may be used to meet required caseload).

RANK	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	Administers County Job and Family Services agency having caseload of 7,500 - 11,000 Public Assistant and Child Support Enforcement cases per month (i.e., no other type of case count may be used to meet required caseload) (e.g., develops, implements & monitors annual program plans & budget; reviews monthly, quarterly & annual expenditure reports to ensure expenses do not exceed budgeted levels; prepares annual report of public assistance; establishes policies & procedures in accordance with mandated state & federal laws; obtains & secures necessary funding & approves all contracts, leases &/or expenditures; directs preparation of fiscal & statistical reports; negotiates purchase service contracts). (Performs Related Duties As Required)	<u>Knowledge of</u> (1) business or public administration to include topics of human resources & development, public budgeting & management, (2) state & federal laws & rules governing welfare services & operation, (3) sociology, social work, child & family community services or rehabilitation; <u>Ability to</u> (4) deal with many variables & determine specific course of action, (5) use statistical analysis, (6) prepare &/or edit annual program plans, budget, reports, & policies, (7) establish friendly atmosphere as agency director, (8) handle sensitive & routine contacts with recipients, government officials & public & resolve angry complaints. (*Developed After Employment)

UNUSUAL WORKING CONDITIONS: Requires travel which may involve overnight stays. May be on call 24 hrs. per day to handle social services & public assistance casework.	MINIMUM CLASS REQUIREMENTS: (Including License, If Any) Completion of undergraduate major program core coursework in social work, or sociology, or child & family community services, or rehabilitation, or related human services field (or 5 yrs. exp. working in supervisory or administrative position in human services organization); 24 mos. exp. in program planning to include making budget & staffing projections. Or completion of four year undergraduate degree with at least 5 yrs. exp. in private or public sector administrative or managerial position, (or at least 10 yrs. exp. in administrative or (Other Evidences May Be Substituted)	TRAINING & DEVELOPMENT:
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CLASS CONCEPT:

RANK	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
2	Recruits, interviews, selects & supervises staff; develops personnel policies for agency; reviews & approves all personnel transactions; counsels & disciplines personnel; initiates training & staff development for employees; handles grievances, conducts staff meetings; reviews & signs biweekly payrolls; prepares or directs preparation of position descriptions, personnel actions & Table of Organization.	<u>Knowledge of</u> 1, (9) interviewing, (10) employee counseling, (11) personnel management*, (12) Ohio civil service & collective bargaining laws, rules & procedures*; <u>Ability to</u> 4, 6, 7, 8.
3	Establishes & maintains contact with representatives of state departments, county officials & general public; holds & attends meetings of welfare advisory board & solicits public input into annual plan; represents agency at state & local conferences & seminars; receives & responds to &/or resolves complaints from citizens & recipients; presents talks & speeches to community groups; prepares testimony for state legislature, Controlling Board, Department of Job and Family Services &/or any other agency. (Performs Related Duties As Required)	<u>Knowledge of</u> 1, 2, 3, (13) public relations; <u>Ability to</u> 4, 8, (14) prepare & deliver speeches before specialized audiences & general public. (*Developed After Employment)

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENTS: (Including License, If Any) managerial position with oversight responsibilities for budget & personnel); 4 courses in administrative aspects of human services organization, or business administration, or public administration which covered topics of budgeting & spending, finance or financial management, decision making or policy formation, human resources & development & human resource management (or 12 mos. exp. in supervisory/management position); 24 mos. exp. in program planning to include making budget & staffing projections. (Other Evidences May Be Substituted)	TRAINING & DEVELOPMENT:
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