

Deputy County Administrator

- Location Board of Commissioners, 373 S. High Street, 26th Floor, Columbus, OH,
- Base Pay \$68.84 / Hour
- Employee Type Exempt
- Manage Others Yes

Contact information

- Name Department of Human Resources
- Phone 614-525-6224
- Emailboc-hr@franklincountyohio.gov

Description

Classification Purpose: The primary purpose of the Deputy County Administrator classification is to serve as administrative head of the county assigned agencies and act at the direction and supervision of the County Administrator. Exercise all of the powers and duties set forth in the Ohio Revised Code (ORC).

Job Duties: Research, develop, administer, revise and report on special projects and/or permanently assigned responsibilities, as directed. Research and prepare special reports, as requested. Draft, prepare and distribute written correspondence to administrator, department heads, elected officials and general public. Supervise key personnel as assigned. Provide technical assistance on state and county laws, rules, and regulations, etc.; initiates, researches, develops and/or revises county-wide policies, subject to approval; meets with private agencies and councils; prepares and maintains accurate records, reports, and documentation. Initiate, plan, schedule and coordinate services, activities and or/meetings of various agencies and boards. Represent Board of County Commissioners and County Administrator at meetings. Make speeches about various programs to community groups and other governmental agencies. Serve as liaison with other government agencies and public. Attend meetings called by County Administrator. Maintain regular and predictable attendance. These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

Major Worker Characteristics: Knowledge of budgeting; labor relations; human relations; supervision; public relations; agency policy and procedures; government structure and process; interviewing. Skill in equipment operation. Ability to deal with problems involving several variables in familiar context; define problems, collect data, establish facts and draw valid conclusions; use proper research methods in gathering data; originate and/or edit articles for publication; establish friendly atmosphere as supervisor of work unit; handle sensitive inquiries from and contacts with officials and general public.

Minimum Class Qualifications for Employment: Any equivalent combination of relevant training and experience including but not limited to: Bachelor's degree with Master's degree coursework in business, public administration, or public policy with ten (10) years of senior executive level management experience.

Additional Requirements: No special license or certification is required.

Supervisory Responsibilities: Ability to assign, review, plan, and coordinate the work of other employee, to provide instruction to other employees, to maintain department standards, to recommend the discipline or discharge of other employees, to act on employee problems, to recommend and approve the transfer, promotion, or salary increase of other employees.

Unusual Working Conditions: This is an unclassified position that serves at the pleasure of the Board of Commissioners.

Summary

At Franklin County Board of Commissioners we are dedicated to building a diverse, inclusive and authentic workplace, so if you're excited about this role but your experience doesn't align perfectly with every qualification in the job description, we encourage you to apply. You may be just the right candidate for this or other roles.

Additional Information

- Worker Type Full-time, Regular, Unclassified
- Typical Work Schedule Monday-Friday 8:00 AM - 5:00 PM
- Probationary Period N/A
- Supervising Position County Administrator
- Posting Closing Date Apr 11, 2025

Please go to: <https://secure4.saashr.com/ta/6161230.careers?CareersSearch> Apply today!