

Franklin County Board of Commissioners Classification Specification & Job Description

<u>CLASSIFICATION TITLE:</u> Assistant Director	<u>CLASS NUMBER:</u> 90010.2	<u>FLSA:</u> Exempt
<u>AGENCY/DIVISION:</u> Fleet Management	<u>JOB TYPE:</u> Full Time, Unclassified	<u>PROBATION PERIOD:</u> N/A
<u>BARGAINING UNIT:</u> Non-Bargaining	<u>PAY GRADE:</u> N21	<u>POSITION CONTROL #:</u> 020028
<u>POSITION LOCATION:</u> 1721 Alum Creek Drive, Columbus, OH 43207	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 7:00 AM – 4:00 PM	<u>SUPERVISOR (PCN):</u> Director (020026)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u> Fleet Management Coordinator (020047) Mobile Office Lead Driver (020050) Equipment & Uplift Manager (020040) Mechanical & Maintenance Manager (020031) Mobile Office Driver (020044, 020045, 020046)		

CLASSIFICATION PURPOSE:

The primary purpose of the Assistant Director classification is to assist department director with formulating policy and establishing operational procedures. Assist in the preparing of department budget. Supervise one or more department sections or divisions. Represent department and/or director at various functions. Act for department director in their absence.

JOB DUTIES:

Responsible for assisting the director with planning, coordinating, and managing the inspection, maintenance, repair and preventative maintenance of County vehicles and equipment. Provide direction, instruction, project management, and technical assistance to the agency. Establish relevant policies and procedures. Monitor and assist in the management of certain operations of the agency. Plan, organize and direct operations of maintenance, repair, equipment upfit, mobile office drivers and other department related functions. Oversee the design of operations projects. Conduct inspections of County vehicles to ensure conformance with relevant standards independently and in conjunction with relevant oversight entities. Lead agency safety program and initiatives. Assist the managers and staff of each department with operational needs.

Collaborate with agency/department heads and senior management to align operational processes with County strategies. Foster strong relationships and communication channels across county agencies to facilitate coordinated efforts and shared goals. Serve as a liaison between departments to resolve operational issues and promote a collaborative work environment.

Assist in the development and management of operational budgets, resource allocation, and financial planning. Monitor expenditures and invoice payments, analyze variances, and recommend corrective actions to ensure budget compliance. Optimize resource utilization and allocation to support operational goals and strategic priorities.

Establish performance metrics, benchmarks, and reporting mechanisms to track progress and outcomes. Prepare regular reports, presentations, and dashboards on operational performance and key initiatives for senior management. Develop and analyze data and provide insights to support decision-making and continuous improvement efforts.

Perform all tasks related to the management of a team, including but not limited to, participating in interview and hiring activities, conducting performance evaluations, approving timesheets and leave requests, implementing corrective actions related to performance, identifying professional development goals, and providing coaching. Provide leadership, direction, and mentorship to staff. Assist, train, develop and encourage staff in the performance of their duties. Promote a culture of accountability, innovation, and continuous improvement within the organization. Support professional development initiatives and training programs to enhance team capabilities and competencies. Serve as human resources liaison for the agency.

Attend and participate in internal, external, and public meetings, including general session and briefing, on behalf of the agency. Attend weekly senior staff meetings as assigned. Participate in labor management meetings. Provide technical advice to the agency for vehicle maintenance and equipment upfit design and strategic planning. Define the agency's operations goals for the short, medium, and long term. Maintain knowledge of developments in vehicle technology, maintenance, and operations and incorporate new developments. Research, develop, and administer vehicle-related assignments and/or special projects as directed.

Supervise assigned staff by reviewing and approving timesheets, maintaining standards. Prepare and administer employee performance evaluations and address performance-related concerns. Provide day-to-day management of assigned team. Prepare for and participate in staff meetings. Assist, train, develop and encourage staff in the performance of their duties throughout the year. Develop, set up and provide direction to staff. Maintain regular and predictable attendance. This position requires regular and consistent on-site 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; management; supervision; safety practices; inventory control; labor relations; employee training and development; public relations; agency policy and procedures; government structure and process; human relations, government structure and process, office management, engineering. Skill in word process and equipment operation. Ability to carry out simple instructions; recognize unusual or threatening conditions and take appropriate action; deal with problems involving several variables in familiar context; understand system of mechanical or other procedures; apply principles to solve practical, everyday problems; interpret variety of instructions in written, oral, picture, schedule form; Ability to understand practical field of study; define problems, collect data, establish facts and draw valid conclusions; interpret extensive variety of technical material in books, journals, and manuals; deal with non-verbal symbols in formulas, equations, or graphs; deal with many variables and determine specific action; calculate fractions, decimals and percentages; use algebra; use geometry and trigonometry; recognize safety warnings; deal with problems involving several variables in familiar context; complete routine forms; maintain accurate records; interview job applicants effectively; understand manuals and verbal instructions, technical in nature; prepare meaningful, concise and accurate reports; use proper research methods in gathering data; proficiency with Microsoft Office suite; prepare and deliver speeches before specialized audiences and general public; establish friendly atmosphere as supervisor of work unit; handle sensitive inquiries from and contacts with officials and general public. Strong writing and presentation skills; experience with system/solution management and office management; ability to think critically.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Any equivalent combination of relevant training and experience including but not limited to: Associate degree in mechanical, automotive, or related field with ten (10) years of progressively responsible experience in the vehicle and automotive maintenance and repair industry.

Additional Requirements

The position requires occasionally working outside of business hours (i.e., requires some late nights and weekends for vehicle breakdowns). Must have and maintain a valid driver's license, with an accessible vehicle during working hours.

Supervisory Responsibilities

Ability to assign, review, plan, and coordinate the work of other employees, 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 the transfer and promotion of other employees.

Ability to function in a managerial capacity for one or more department sections or divisions. Includes the ability to make decisions on procedural and technical levels.

UNUSUAL WORKING CONDITIONS:

May be required to wear personal protective equipment (PPE) to perform duties.

May be exposed to loud noises, extreme odors, and chemicals in the operation of the auto repair shop environment.

May be expected to work in extreme adverse weather conditions like rain, snow, cold and heat.

This is an unclassified position that serves at the pleasure of the Board of Commissioners.

Acknowledgement of Receipt:

I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

Employee Name

Employee Signature

Date