

**Franklin County Board of Commissioners
Classification Specification & Job Description**

<u>CLASSIFICATION TITLE:</u> Chief Operating Officer	<u>CLASS NUMBER:</u> 90014.2	<u>FLSA:</u> Exempt
<u>AGENCY/DIVISION:</u> Public Facilities Management	<u>JOB TYPE:</u> Full Time, Unclassified	<u>PROBATION PERIOD:</u> N/A
<u>BARGAINING UNIT:</u> Non-Bargaining	<u>PAY GRADE:</u> N23	<u>POSITION CONTROL #:</u> 030039
<u>POSITION LOCATION:</u> 373 S. High St., Lobby, Columbus, OH 43215	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> Director (030001)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		
Deputy Director, Operations (030041) Deputy Director, Construction (030119) Deputy Director, Support Service & Finance (030002) Purchasing Agent (030044) Deputy Director, Facilities Technology (030022) Management Analyst I (030003)		

CLASSIFICATION PURPOSE:

The primary purpose of the Chief Operating Officer classification is to oversee the daily operations for the department.

JOB DUTIES:

Responsible for managing the day to day operations of the agency. Provide direct leadership, oversight, and strategic planning for the Construction, Operations, Human Resources, Support Services, and Finance divisions. Lead, guide, and oversee all agency construction and operations initiatives. Ensure coordination and collaboration of agency services. Evaluates and monitors current agency operations and responsibilities and develops new and revised programs and processes. Provide leadership for strategic business plans to ensure future continuity of services and staffing. Responsible and accountable for agency operational standards and outcomes. Assume total responsibility for agency operations in director’s absence.

Oversee personnel activities and decision-making within the agency. Make recommendations in regards to workforce, disciplinary actions, transfers, etc. Facilitate discussions with agency staff on relevant topics of concern and progress measures. Conduct annual performance evaluations and establish goals. Serve as a liaison and agency representative with both internal and external stakeholders. Meet with agency representatives to discuss needs, projects, and growth. Represent the agency in the public meetings of the Board of Commissioners, including preparing Resolutions. Respond to county inquiries. Consult with Public Affairs on media responses or media issues. Analyze, interpret, and provide action plans to improve key performance indicators. Prepare plans, reports, contracts and budgets as necessary. Negotiate collective bargaining agreements. Facilitate labor management meetings and dialogue.

Develop or implement initiatives in accordance with directives from Director. Maintain memberships with various agency-related professional organizations. Maintain positive relations with staff, County agencies and offices, consultants, contractors, community leaders, and other individuals regarding construction and operations activities. Act as the agency and/or Commissioners representative on various workgroups. Lead and/or attend various meetings at the request of and on behalf of the agency director. Resolve complex problems and serves as a liaison with County agencies and offices regarding issues and needs. 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 business management; business processes, statistical analysis, process improvements, labor relations; work force planning; human resources development; supervision; public relations; human relations; agency policy and procedures; government structure and process; business; law. Skills in computer software and hardware equipment operation; deal with many variables and determine specific action; recognize safety warnings; maintain accurate records; make appointments; understand manuals and verbal instructions, technical in nature; prepare meaningful, concise and accurate reports; use proper research methods in gathering data; prepare and deliver speeches before specialized audiences and general public; originate and/or edit articles and publication; work alone on most tasks; cooperate with coworkers on group projects; handle sensitive inquiries from and contacts with officials and general public; establish friendly atmosphere in agency; resolve complaints from angry citizens and governmental officials.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Any equivalent combination of relevant training and experience including but not limited to: Bachelor’s degree in business, management, process improvement or related field with five (5) years of business management, or related 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.

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