



Franklin County  
Department of Job & Family Services  
1721 Northland Park Ave.  
Columbus, Ohio 43229

**J O B   A N N O U N C E M E N T**

**POSITION TITLE:** Administrative Officer (Non-Bargaining) **PCN:** 100402

**DEPARTMENT/LOCATION:** Finance/Northland Opportunity Center **P. R.:** N17

**REPORTS TO:** Assistant Director/Chief Financial Officer

**RESPONSIBILITIES:** Under direct supervision of the Assistant Director/Chief Financial Officer, direct and administer human resource related activities and projects. Work closely with the Franklin County Human Resources Department. Design and implement administrative policies and procedures; recommend, develop and implement programs to ensure fair and consistent personnel practices; interpret and clarify personnel policies and procedures; respond to inquiries regarding policies, procedures, and programs. Write and update job descriptions. Maintain organization chart and position control. Draft and recommend requests to post, transfer, or change positions. Monitor positions throughout the hiring process. Manage and monitor the employee performance evaluation program. Develop and coordinate management training program; advise management of appropriate resolution for employee relations issues; advise and draft/review employee disciplines. Contact with outside suppliers to provide employee services, such as temporary employees, and conducts recruitment efforts for temporary employees. Research, gather and evaluate data and results in relation to established agency performance indicators. Compile and analyze payroll and other complex information. Research and develop solutions to complex issues. Create specialized ad hoc reports for executives and senior management. Direct and administer activities and projects related to other areas under the AD/CFO including finance, auditing, contracts and information technology. Develop and coordinate research, best practices, focus groups, and other research to gather necessary data. Prepare correspondence; disseminate information; establish and maintain agency records and reports. Communicate effectively verbally and in writing to all levels of staff, management, and outside agencies. Accurately follow verbal and written directions from senior management.

**MINIMUM QUALIFICATIONS:** Bachelor’s degree in business or related field with three (3) years of office administration or related experience; or any equivalent combination of training and experience.

**PREFERRED QUALIFICATIONS:** Bachelor’s degree in business or related field with three (3) years of experience in human resource management and/or discipline; including Intermediate skills in Word and Excel.

**STARTING SALARY:** \$26.14 per hour, 180 day probationary period  
Plus a Comprehensive Benefits Package

**DATE POSTED:** Wednesday October 28, 2015

**DEADLINE TO APPLY:** Tuesday, November 10, 2015

If interested, please go to [www.franklincountyohio.gov/Commissioners/hr](http://www.franklincountyohio.gov/Commissioners/hr) and apply on-line.