

SANDUSKY COUNTY

An Equal Opportunity Employer

POSITION DESCRIPTION

Agency: Board of Commissioners

Unit: Manager

Name:

Position Title:

Class Title: TASC Administrator

Class Number: 71471

Dept./Div.: TASC

Civil Service Status: Unclassified

Reports To: Board of Commissioners

Employment Status: Full-time

Pay: Resolution

FLSA Status: Exempt

QUALIFICATIONS: An example of acceptable qualifications:

Completion of Bachelor's Degree in Business Administration with four (4) years' experience in office administration, budgeting and staff supervision; must have a comprehensive knowledge of the criminal justice system; prefer experience in substance abuse counseling; advanced computer, networking, spreadsheet and work processing knowledge; or equivalent combination of training and/or experience which evidences an extensive knowledge of supervision, office administration and management information systems.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Most possess a valid Ohio drivers' license with acceptable driving record.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all-inclusive.

Automobile, computer, general office equipment.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING

CONDITIONS: For purposes of ORC 4167.

Occasional - exposure or work in the vicinity of human blood or other bodily fluids, has contact with potentially violent or emotionally distraught persons.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The Essential Functions of the position identified on subsequent pages are for purposes of 42 USC 12101. My signature below signifies that I have reviewed and understand the contents of my position description and I can perform all the essential functions of this position description.

(Approval of Appointing Authority)

(Date)

(Employee Signature)

(Date)

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Agency: Board of Commissioners **Unit:** Manager
Name: **Position Title:**
Class Title: TASC Administrator **Class Number:** 71471
Supervisor's Title: Board of Commissioners **Number:**

Supervises:

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES: In order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: (* indicates developed after employment)

50% (1) Coordinates and directs the County TASC program in accordance with program objectives; develops and established policies and procedures monitors and evaluates program and revises policies and procedures as required; reviews operating budgets periodically to analyze trends affecting budget needs; reviews and authorizes expenditures to ensure compliance with budget; compiles tables of revenues and expenses to show current budget status; prepares comparative analysis of operating programs by analyzing cost in relation to services performed during previous fiscal years and submits reports to Board of County Commissioners with recommendations for budget revisions; prepares budget based on organizations performance, estimated revenue, expense revenues, expense reports, and past budget numbers; testify before examining and fund-granting authorities regarding past, present and future allocations concerning grants; contracts and agreements to clarify reports and gain support for estimated budget needs; identifies potential funding sources, prepares and submits grant requests; prepares and submits required reports to outside agencies.

(1) **Knowledge of:** (a)*; (b)*; (c); (d); (e); (f); (g); (h); (i); (j).
Ability to: (k); (l); (m); (n); (o); (p); (q); (r); (s); (t); (u).

30% (2) Administers TASC office and supervises staff; assigns work; recommends reclassification; reviews employee performance standards; communicates and implements policies and procedures; provides (internal) orientation training and familiarization of county policies; procedures and TASC regulations; schedules work hours; assigns tasks; provides direction; ensures work complies with organizational standards interviews and recommends selection of candidates; hears and resolves grievances; issues oral and written warnings in accordance with county policy; reviews and approves employee time records; leave requests and vacation.

(2) **Knowledge of:** (a)*; (b)*; (e); (v); (w).
Ability to: (k); (m); (s); (u).

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Name:		Position Title:	
Class Title:	TASC Administrator	Class Number:	71471

10% (3) Develop, coordinate and direct public relations activities for TASC, lectures and participated in workshops, radio interview, community meetings, and other organizational functions to promote acceptance and support of program; consults with management and administrators of participating organizations and service providers to evaluate progress of program and identify administrative problems; conducts staff meetings to disseminate information and new directives and policies; ensures records are maintained in accordance with agency and program policies.

(3) **Knowledge of:** (a); (b)*; (g).
Ability to: (m); (q); (s); (u).

OTHER DUTIES AND RESPONSIBILITIES:

10% (4) Establishes records system; maintains computerized management information system; enters and updates data of a detailed, complex, or technical nature; confers with appropriate officials to clarify and/or confirm data; reviews records and reports generated by computer to ensure accuracy, consistency and completeness; ensures staff completes required annual 32 hours continuing education; ensures staff has necessary supplies and equipment, requisitions supplies; performs other duties as assigned.

(4) **Knowledge of:** (a)*; (b)*; (h); (z); (aa).
Skill in: (bb).

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MINIMUM ACCEPTABLE CHARACTERISTICS: (* indicates developed after employment)

Knowledge of: (a) TASC goals and objective*; (b) TASC policies and procedures*; (c) sociology; (d) social work techniques; (e) counselor certification/licensure requirements; (f) government grant programs; (g) community resources and services; (h) records management; (i) case management; (j) social services policies, programs, rules, and regulations; (v) employee training and development; (w) supervisory principles and practices; (x) case preparation techniques; (z) office practices and procedures; (aa) inventory control.

Skill in: (y) motor vehicle operation; (bb) computer programming, networking MIS system.

Ability to: (k) deal with problems involving several variables within familiar context; (l) define problems, collect data, establish facts, and draw valid conclusions; (m) exercise independent judgment; (n) understand, interpret, and apply laws, rules or regulations to specific situations; (o) calculate fractions, decimals, and percentages; (p) prepare accurate documentation; (q) compile and prepare reports; (r) respond to routine inquiries from public and/or officials; (s) communicate effectively; (t) handle sensitive inquiries from and contacts with officials and general public; (u) develop and maintain effective working relationships; (bb) computer programming, networking, MIS-systems; (cc) gather, collate and classify information.

