

POSITION DESCRIPTION  
**FRANKLIN COUNTY CHILDREN SERVICES**

An Equal Opportunity Employer

<b>JOB CLASSIFICATION:</b> <i>Administrative Assistant 3</i>	<b>DIVISION:</b> <i>Finance &amp; Administration</i>	<b>DEPARTMENT:</b> <i>Data Management</i>
<b>WORKING TITLE:</b> <i>Administrative Assistant 3</i>	<b>PCN &amp; CLASSIFICATION OF SUPERVISOR:</b> <i>732500 Administrative Assistant 4</i>	<b>JOB STATUS:</b> <i>Full-time</i>
<b>CLASSIFICATION NO.:</b> <i>63123</i>	<b>PCN:</b> <i>735001</i> <b>PAY RANGE:</b> <i>27</i>	<b>REVISION DATE:</b> <i>8/19</i>
<b>EQUIPMENT USED:</b> <i>telephone calculator printer fax machine  computer automobile scanner copying machine</i>		
<b>MINIMUM QUALIFICATIONS/EDUCATION /TRAINING REQUIRED:</b> <i>Six courses in Business Administration, Management Science, Public Administration, Supervision (or 6 months experience); 6 courses in Public Administration (or 6 months experience); 1 course in Employee Training and Development (or 1 month experience); or equivalent.</i>  <b>PREFERRED:</b> <i>Bachelor's degree in Business Administration or related area; minimum of 4 years of supervisory experience as well as with data entry, word processing and computer systems. Demonstrated administrative skills and capacity to effectively manage interconnected data systems. Excellent oral and written communication skills; strong leadership and collaboration skills.</i>		
<b>PURPOSE:</b> <i>Employee reports directly to the Director of Data Management (DM) and provides assistance with overseeing the activities and planning of regional DM units across the various FCCS locations. Employee coordinates, supervises and brings continuous improvements to the DM Department; works collaboratively with various departments throughout the agency to ensure effective data management and support services that meets customers' needs. Employee must demonstrate strong leadership and competence throughout all aspects of job duties while directing staff responsible for various DM functions. The employee will help the agency achieve CFSR standards and help ensure service delivery that focuses on Safety, Permanency and Well-being for the families served by the agency. The employee is committed to practicing cultural competence by: working respectfully and effectively with people of all cultures, classes, races, genders, ethnic backgrounds, religions, sexual orientations, mental and physical abilities, ages and appearances in a manner that recognizes, affirms and values the worth of individuals, families and communities and protects and preserves the dignity of each. The employee will adhere to the agency's Guiding Principles by serving as a child welfare professional, valuing every child, honoring families, and valuing partnerships.</i>		
40%	<b>JOB DUTIES:</b> <i>Ensures effective and efficient management of the workflow and productivity within the Data Management Department; identifying, developing, and implementing new processes to impact effectiveness and making adjustments as needed; leading staff in effective implementation of new processes and/or unit changes, monitoring staff performance and unit workloads for timeliness and quality of work product; providing development opportunities; transmitting decisions and directives; produces statistics and reports as assigned; creating and updating policies/procedures and maintaining/assisting with the creation of the DM Handbook and Desk Manual; assisting with the implementation and ongoing effectiveness of a paperless environment.</i>	

30%	<p><i>Works collaboratively with team members in the Finance &amp; Administration Division and throughout the agency on projects that require multidisciplinary input, efforts and cooperation including projects that bring technology advances to the data management work. Conducting staff and other meetings to discuss and execute policies and procedures that will improve the data management operations and support of agency staff</i></p>			
25%	<p><i>Meets regularly with direct reports reviewing and addressing work related performance and expectations; traveling to different locations to meet the needs of the DM Department; completing/reviewing comprehensive employee evaluations; handles employee grievances. Prepares for and attends interviews for staff vacancies; attends staff development; assumes responsibility and authority in administrator's absence; providing the necessary coverage for staff, peer, and Director as needed.</i></p>			
5%	<p><i>Performs other related duties as assigned.</i></p> <p><i>*Other related duties may include handling cases from Intake, if needed and if determined by HR to be qualified to do so.</i></p>			
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td data-bbox="147 1465 873 1602" style="width: 50%; vertical-align: top;"> <p><b>List no. of positions and Class Titles of positions supervised</b></p> <p><b>2 Office Managers</b></p> </td> <td data-bbox="873 1465 1292 1602" style="width: 25%; text-align: center; vertical-align: bottom;"> <hr style="border: 0; border-top: 1px solid black;"/>           Signature of Agency Representative         </td> <td data-bbox="1292 1465 1516 1602" style="width: 25%; text-align: center; vertical-align: bottom;"> <hr style="border: 0; border-top: 1px solid black;"/>           Date         </td> </tr> </table>		<p><b>List no. of positions and Class Titles of positions supervised</b></p> <p><b>2 Office Managers</b></p>	<hr style="border: 0; border-top: 1px solid black;"/> Signature of Agency Representative	<hr style="border: 0; border-top: 1px solid black;"/> Date
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