

# POSITION DESCRIPTION

AGENCY/DEPT ID  
Department of Administrative Services/  
DAS101000

DIVISION OR INSTITUTION  
Administrative Support

UNIT OR OFFICE  
Office of Finance

COUNTY OF EMPLOYMENT  
Franklin

POSITION NUMBER  
20005429

JOB CODE TITLE  
Financial Program Manager

JOB CODE  
66586

☐ Reclassification

☐ New Position

☒ Update

Position Hyperlinked to ☐  
Agency Organizational Tree

USUAL WORKING TITLE OF POSITION  
Finance Policy Manager

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR  
SEE TABLE OF ORGANIZATIONAL

☐ Permanent  
☐ Temporary  
☒ Intermittent

☐ Classified  
☒ Unclassified  
☐ Essential

Overtime: ☐ Eligible ☒ Exempt

If FLSA Exempt, exemption type: Administrative

Bargaining Unit 22  
PR 14  
Page 1 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):  
FROM: 8:00 a.m. TO: 5:00 p.m.

## JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
55	Manages & coordinates Financial Program policy on behalf of Department of Administrative Services (DAS) Chief Financial Officer (CFO) & has significant autonomy to formulate, develop, enforce &/or implement program policy: assists CFO in administration of Office of Finance (FIN) & acts in absence of CFO; plans, directs & coordinates all activities of policy & research for FIN; coordinates research activities to create & revise fiscal policies, directives & procedures to ensure they are responsive to organizational structure of department & needs of operating programs; ensures compliance with applicable laws, rules, & regulations (e.g., cost recovery methodologies, allocation of administrative overhead, implementation of reorganizations, travel); proper use of Ohio Administrative Knowledge System (OAKS); coordinates development of training programs for departmental fiscal staff; researches & recommends appropriate fiscal structure for department; completes special projects on behalf of CFO (e.g., reviews, researches & analyzes sensitive, confidential & innovative fiscal issues & advises CFO on possible impact); conducts research & prepares complex position papers & policy statements & statistical information for CFO; researches & recommends agency position on other funding issues; identifies & analyzes potential fiscal or budget problems & recommends solutions which may lead to reorganization & downsizing; participates in confidential discussions with senior staff; supervises fiscal & administrative support personnel.	Knowledge of (1) budgeting; (2) employee training & development; (3) supervision; (4) agency policies & procedures (e.g., rate development & administrative cost recovery)*; (5) state government structure & process (e.g., state government organization, state accounting policies, state budget process, OAKS, personnel/payroll policies & procedures; payroll/personnel system)*; (6) business/public administration; (7) public finance; (8) organizational theory; (9) program evaluation; (10) labor relations. Skill in (11) use of personal computer & associated software (e.g., MS Word, Excel, various agency databases*, state accounting & personnel systems*). Ability to (12) define problems, collect data, establish facts, draw valid conclusions & initiate solutions; (13) interpret variety of laws & regulations; (14) prepare original correspondence & speeches on behalf of agency; (15) prepare meaningful, concise & accurate reports; (16) deal with many variables & determine specific action; (17) handle sensitive inquiries from & contacts with officials & general public; (18) exercise discretion in matters having department-wide impact; (19) applicable state & federal laws, rules, procedures & standards governing fiscal & budgetary operations.  *developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



8/10/15

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Bargaining Unit 22  
PR 14  
Page 2 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):

FROM: 8:00 a.m. TO: 5:00 p.m.

## JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
35	Serves as Agency Procurement Officer for DAS: formulates & implements policies & procedures to ensure agency operations adhere to appropriate statutes, rules, and policies; manages projects; authorizes expenditures.	Knowledge of 1, 4*, 5, 6 Skill in 6 Ability to 7, 8, 9, 10, 11*, 12, 13, (14) accounting.
10	Represents FIN & DAS in meetings with divisions, customer agencies, Office of Budget & Management (OBM) & other interested parties: develops & presents training presentations on fiscal & related topics; attends meetings & trainings; serves on & chairs assigned committees; responds to public inquiries as needed.	Knowledge of 4*, 5* Skill in 6 Ability to 7, 8, 9, 10, 11*, 12, 13
This position is in unclassified service per section 124.11(A)(29) of Ohio Revised Code, and is overtime exempt.		*developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*Liht*

8/18/15