

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

<u>CLASSIFICATION TITLE:</u> Community Partnerships Administrator	<u>CLASS NUMBER:</u> 60331	<u>FLSA:</u> Exempt
<u>AGENCY/DIVISION:</u> Board of Commissioners	<u>JOB TYPE:</u> Full Time, Unclassified	<u>PROBATION PERIOD:</u> N/A
<u>BARGAINING UNIT:</u> Non-Bargaining	<u>PAY GRADE:</u> N20	<u>POSITION CONTROL #:</u> 013005
<u>POSITION LOCATION:</u> 373 S. High St., 26 th FL., Columbus, OH 43215	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> Director, OMB (013000)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u> TBD		

CLASSIFICATION PURPOSE:

The primary purpose of the Community Partnerships Administrator is to manage the Community Partnerships and Catalyst Grant Programs for the Board of Commissioners and support the Office of Management & Budget and other county agencies in identifying grant funding opportunities.

JOB DUTIES:

Provide vision and leadership in the development and administration of Franklin County's Community Partnerships and Catalyst Grant programs including operations, personnel, policy development, and program supervision. Develop goals and objectives to be consistent with priorities, policies, and procedures established by the Board of Commissioners and county administration.

Develop, coordinate, review, and track Community Partnership and Catalyst Grant applications and agreements. Monitor performance of Community Partners and provide analysis of required quarterly, semi-annual, and annual reports. Perform policy related research associated with current and potential community partnership agreements. Complete special projects related to strategic planning and performance evaluation of community partner organizations to ensure consistent standards for reporting and evaluation. Attend meetings with representatives of community partner organizations as required. Give presentations to the Board of Commissioners and the public related to community partnership agreements and proposals. Work on the development of the Community Partnership's yearly budget allocation with county administration.

Act as liaison for the Commissioners to all other county agencies regarding programs, projects, or operations that qualify for grant funding support or enhancement. Coordinate and facilitate multi-agency, multi-jurisdictional projects supported by grant funds to maximize state and federal share while reducing dependency on the county general fund. Perform research and evaluation of federal, state, and private grant programs to identify new or increased funding opportunities to enhance the allocation position of Franklin County. 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 accounting; management; workforce planning; employee development; public relations; agency policy and procedures; government structure and process. Skill in equipment operation. Ability to define problems, collect data, establish facts and draw valid conclusions; maintain accurate records; prepare meaningful, concise and accurate reports; handle sensitive inquiries from and contacts with officials and general public.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Bachelor's degree in public administration or other related field with five (5) years of experience in finance, public policy, or other related field coordinating and administering grants.

Additional Requirements

No special license or certification is required.

Supervisory Responsibilities

Ability to assign, review, plan, and coordinate the work of other employees and interns, to provide instruction to other employees, to maintain department standards, to recommend the discipline or discharge of other employees, and to act on employee problems.

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