

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

CLASSIFICATION TITLE: Early Learning Policy Administrator	CLASS NUMBER: 70309	FLSA: Exempt
AGENCY/DIVISION: Board of Commissioners	JOB TYPE: Full Time, Unclassified	PROBATION PERIOD: None
BARGAINING UNIT: Non-Bargaining	PAY GRADE: N20	POSITION CONTROL #: 010040
POSITION LOCATION: 373 S. High St., 26th FL., Columbus, OH 43215	TYPICAL WORK SCHEDULE: Monday – Friday 8:00 AM – 5:00 PM	SUPERVISOR (PCN): Deputy County Administrator (010021)
JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED: as assigned		

CLASSIFICATION PURPOSE:

The primary purpose of the Early Learning Policy Administrator classification is to inform County Administration and senior level executives, interpret program policy and regulations and manage the work and assigned staff.

JOB DUTIES:

Inform Board of Commissioners, County Administration and senior level County health and human services agency executives on topics relating to research, analysis, and evaluation of youth and early learning policy and related programming. Work independently to provide leadership with timely analysis of federal, state and local early policy and legislation and implications on County programming and strategic priorities. Perform extensive research activities and develop and implement operational standards. Provide complex analysis and interpretation of operational data. Lead the strategic planning, implementation, and evaluation of early childhood development programs and initiatives designed to meet the needs of the County’s diverse population. Develop and sustain a comprehensive innovation roadmap/blueprint for early childhood development, working closely with a variety of partners and stakeholders. Secure and manage funding and resources to support innovation roadmap/blueprint. Identify, track, analyze, and report on performance measures. Collect, compile, evaluate, and present data related to County early learning and youth programs and initiatives. Analyze and report on historical data and trends as well as developing forecasts. Use reports to aid in managing workloads and establishing priorities. Prepare detailed reports, position papers, analyses, written testimonies and presentations. Provide updates to Board of Commissioners, County Administration and County agency executives, as requested.

Coordinate the development of policies and procedures with respect to program areas and County initiatives that support youth development from birth through age 8. Program areas and initiatives include but are not limited to: Publicly Funded Child Care; Franklin County RISE, Step Up to Quality, Celebrate One; kinship care; and infant and maternal mortality. Review administrative rules and other policies proposed at the federal, state, and local level. Communicate real and potential changes to regulations affecting County-administered programs and County priorities. Record and report on findings as necessary. Participate in the implementation of state eligibility system use, where applicable. Provide impact analysis regarding the implementation of new state systems, as needed. Advise management regarding operational compliance efforts pertaining to federal, state, and local program benefit rules.

Serve on and help facilitate inter-agency workgroups and projects. Serve as a County representative on community boards, workgroups, and committees. In coordination with the Director of Government Affairs, advocate for early childhood development issues and policies. Support the County’s role in promoting interdisciplinary collaborations with a range of local, statewide, and national partners and stakeholders to advance research, policy, and practice in early childhood development, emphasizing human-centered, resident-driven innovation for equitable and sustainable growth. Maintain community contacts with childcare providers, business leaders, advocates, and other stakeholders. Attend trainings, conferences, video conferences, sessions, and workshops to stay up-date on changes in program policies and new trends. 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 education; human relations; agency policy and procedures; counseling; business; social sciences. Skill in word processing; equipment operation. Ability to define problems, collect data, establish facts and draw valid conclusions;; use statistical

analysis; read simple sentences with common vocabulary; comprehend simple sentences with common vocabulary; maintain accurate records; prepare meaningful, concise and accurate reports; use proper research methods in gathering data; prepare and deliver speeches before specialized audiences and general public; develop complex reports and position papers; establish friendly atmosphere as supervisor of work unit handle sensitive inquiries from and contacts with officials and general public.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Any equivalent combination of relevant training and experience including but not limited to: Bachelor's degree in social work, business administration, public administration, education, or related field with five (5) years related experience.

Additional Requirements

No special license or certification is required.

Supervisory Responsibilities

Ability to assign, review, plan, and coordinate the work of other employee, to provide instruction to other employees, to maintain area standards, to recommend the discipline or discharge of other employees, to act on employee problems, to recommend and approve the transfer, promotion, or salary increase of other employees.

UNUSUAL WORKING CONDITIONS:

This is an unclassified position.

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