CLASSIFICATION TITLE: Fellowship	**CLASS NUMBER**: 70401.2	**FLSA**: Exempt
AGENCY/DIVISION: Community Partnerships	**JOB TYPE**: Full Time, Unclassified	**PROBATION PERIOD**: N/A
BARGAINING UNIT: Non-Bargaining	**PAY GRADE**: N13	**POSITION CONTROL #**: 10020
POSITION LOCATION: 373 S High Street, Lobby, Columbus, OH 43215	**TYPICAL WORK SCHEDULE**: Monday – Friday 8:00 AM – 5:00 PM	**SUPERVISOR (PCN)**: Community Partnership Administrator (140001)
JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:		

CLASSIFICATION PURPOSE:

The primary purpose of the Fellowship classification is to gain valuable exposure and experience while learning under the guidance and mentorship of an experienced professional.

JOB DUTIES:

Work independently to monitor the operations of the agency and recommend changes to increase efficiency. Perform a variety of professional administrative work, research, and analysis in support of the County's established goals and objectives. Work performed by Management Analyst is highly visible and has a direct impact on Community Partnerships and the Board of Commissioners. Typical assignments/projects involve public relations, working with various community partners, reviewing the process and procedures of grant programs, analyzing data and creating reports, and a good balance of coordinating and operational responsibilities. Management Analyst will also participate in budget preparation and budget policies for the agency. Evaluate and suggest procedural changes and implements changes in various areas of the agency. Consult with agency staff on the contents of departmental documentation. Design and evaluate forms for collecting and reporting agency data. Attend meetings and serves on committees, as requested; attends meetings, conferences, training seminars and in-serve training. 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 budgeting; public relations; agency policy and procedures; government structure and process; electronic data processing. Skill in word processing; equipment operation. Ability to deal with problems involving several variables in familiar context; carry out instructions in written, oral, or picture form; define problems, collect data, establish facts and draw valid conclusions; deal with some abstract but mostly concrete variables, maintain accurate records; prepare meaningful, concise and accurate reports; use proper research methods in gathering data; develop complex reports and position papers; cooperate with coworkers on group projects; 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 public affairs, public administration, public relations, or related field with two (2) years of business administration, public administration, or related field experience.

Additional Requirements

Participation in ICMA's Local Government Management Fellowship.

Supervisory Responsibilities

None required.

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