

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

CLASSIFICATION TITLE: Small & Emerging Business Coordinator	CLASS NUMBER: 50205	FLSA: Exempt
AGENCY/DIVISION: Board of Commissioners	JOB TYPE: Full Time, Classified	PROBATION PERIOD: 180
BARGAINING UNIT: Non-Bargaining	PAY GRADE: N16	POSITION CONTROL #: 011203
POSITION LOCATION: 373 S. High St., 26 th FL., Columbus, OH 43215	TYPICAL WORK SCHEDULE: Monday – Friday 8:00 AM – 5:00 PM	SUPERVISOR (PCN): Deputy County Administrator (011201)
JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:		

CLASSIFICATION PURPOSE:

The primary purpose of the Small and Emerging Business Coordinator (SEB) classification is to provide technical assistance to small and emerging businesses wishing to do business with Franklin County and to provide cost effective ways to transmit information in a cost effective and timely manner.

JOB DUTIES:

Identify and contact SEBs that can supply goods and services to the Board of Commissioner agencies. Review ITBs, RFPs, and RFQs to identify SEBs with the capabilities required in the specifications. Attend all pre-bid conferences to troubleshoot and potential issues, and answer questions. Meet with existing suppliers or contractors who could use the goods or services of an SEB. Organize training sessions on county purchasing policies and procedures for SEBs. Compile quarterly and annual reports of SEBs contract awards/bids/quotes. Organize Trade fairs to allow Board of Commissioner agencies and other county agencies the opportunity to interact with SEBs. Conduct workshops to benefits SEBs. 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; bookkeeping; inventory control; accounting; employee training and development; office management; agency policy and procedures. Skill in equipment operations. Ability to deal with many variables and determine specific action; count, do basic addition and subtraction; read and record figures accurately; comprehend and record figures accurately; add, subtract, multiply and divide whole numbers; calculate fractions, decimals and percentages; use algebra; use statistical analysis; use calculus; maintain accurate records; use proper research methods in gathering data; develop complex reports; work alone on most tasks; handle sensitive inquiries from and contact with officials; resolve complaints from government officials.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Associate's degree in business administration or related field with three (3) years of purchasing or related experience; or any equivalent combination of training and experience.

Additional Requirements

No special license or certification is required.

Supervisory Responsibilities

None required.

UNUSUAL WORKING CONDITIONS:

N/A

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