

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

<u>CLASSIFICATION TITLE:</u> Social Program Developer	<u>CLASS NUMBER:</u> 30401	<u>FLSA:</u> Non-Exempt
<u>AGENCY/DIVISION:</u> Child Support Enforcement Agency	<u>JOB TYPE:</u> Full Time, Unclassified	<u>PROBATION PERIOD:</u> 180
<u>BARGAINING UNIT:</u> Non-Bargaining	<u>PAY GRADE:</u> N14	<u>POSITION CONTROL #:</u> 082004
<u>POSITION LOCATION:</u> 80 E. Fulton Street Columbus, Ohio 43215	<u>TYPICAL WORK SCHEDULE:</u> Monday - Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> Support Manager (082002)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		

CLASSIFICATION PURPOSE:

The primary purpose of the Social Program Developer classification is to plan, develop, and implement plans and projects to increase linkages and collaborative efforts between the agency, community agencies and organizations, businesses, sponsors, contracts, and other stakeholders.

JOB DUTIES:

Plan, develop, and implement projects to increase customer service and participations in child support service under the UP-BIC Grant. Project may include liaison activities and collaborative efforts between the agency staff, other county agencies, community partners, Ohio Office of Child Support (OCS), other counties and the Technical Assistance and Evaluation Team (TAE). Discuss in detail with staff, clients, Ohio OCS and other participating counties the program’s objectives, client’s rights and partner responsibilities. Provide technical assistance, consultation, and information to staff and clients regarding agency programs and services under the UP-BIC Grant, how to access those services, and policies and procedures governing services. Service as information and/or advisory capacity to agencies and organizations working with the agency to design and/or evaluate programs and services under the UP-BIC Grant works closely with the TAE Team to identify client groups or sub-groups, scheduling interviews, surveys, focus groups, and any other requires means of information collection for the purpose of program mapping and evaluation; to design and implement interventions, collect and analyze data. Assist the TAE Team in scheduling any outside visits and work with TAE Team to coordinate logistics and agenda, as requested, and arrange for participation by key decision makers. Review written documents that TAE Team prepares about Franklin CSEA and provide comments in a timely manner.

Prepare marketing plans for internal and external communications and presentations including for example, agency newsletters articles, PowerPoint presentations, communication for external publications, marketing materials for programs and services provided under UP-BIC Grant. Coordinate with state and county communication offices for press releases and external publication regarding the UP-BIC Grant.

Prepare and deliver presentations to community organizations, and State and local agencies related to the UP-BIC Grant. Formulate meeting agendas and training curriculum. Review and evaluates programs to determine need for enhancements. Attend training and conferences related to the UP-BIC Grants. Prepare and maintain records, statistical charts, reports, and proposals regarding programs and services under the UP-BIC Grant. 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 public relations; agency policies and procedures; social sciences. Skill in equipment operation. Ability to carry out instructions in written, oral or picture form; deal with problems involving several variable’s in familiar context; define problems, collect data, establish facts and draw valid conclusions; originate routine business letters reflecting standard procedures; prepare meaningful, concise and accurate reports; use proper research methods in gathering data; originate and/or edit articles for publication; gather, collate and classify information about data, people, or things; handle sensitive inquiries from and contacts with officials and general public; develop good rapport with inmates, program participants and/or recipients.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Bachelor’s degree in human services or related field with three (3) years of social service or related experience; or any equivalent combination of training and experience.

Additional Requirements

Franklin County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the county will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Effective Date: _____

Must meet background check requirements.

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