

**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, Classified	<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> Shifts Vary: Monday - Friday 8:00 AM – 5:00 PM (some evenings and weekends)	<u>SUPERVISOR (PCN):</u> Social Services Supervisor (082300)
<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 community outreach, liaison, and collaborative activities, projects and services to clients, community agencies, employers, and other identified groups. Identify, develop, and implement creative strategies to engage clients, staff, and community partners. Recognize barriers individuals or groups may have in accessing services; assist in coordinating efforts to address areas of concerns. Provide technical assistance, consultation, and information to staff and clients regarding agency programs and services. Develop and implement strategies to monitor effectiveness and impact of outreach and engagement activities. Maintain updated resource information for use both internally and externally.

Prepare and deliver presentations to community organizations, and State and local agencies. Formulate meeting agendas and training curriculum. Review and evaluate programs to determine need for enhancements. Attend training and conferences related to Agency outreach activities. Prepare and maintain records, statistical charts, reports and proposal regarding outreach programs and services.

Support existing and future grant programs and applications in making appropriate connections, resource building, and planning activities. Assist in development of educational and marketing materials, prepare and give presentations, and other identified communication strategies for internal and external use. Maintain regular and predictable attendance.

Due to the nature of duties, work activities include work on some evenings and weekends along with travel.

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:

Any equivalent combination of relevant training and experience including but not limited to: Bachelor's degree in human services or related field with three (3) years of social service or related experience.

Additional Requirements

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