

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

<b><u>CLASSIFICATION TITLE:</u></b> Assistant Director, Community Engagement	<b><u>CLASS NUMBER:</u></b> 90005.1	<b><u>FLSA:</u></b> Exempt
<b><u>AGENCY/DIVISION:</u></b> Department of Economic Development & Planning	<b><u>JOB TYPE:</u></b> Full Time, Unclassified	<b><u>PROBATION PERIOD:</u></b> N/A
<b><u>BARGAINING UNIT:</u></b> Non-Bargaining	<b><u>PAY GRADE:</u></b> N19	<b><u>POSITION CONTROL #:</u></b> 050004
<b><u>POSITION LOCATION:</u></b> 150 South Front Street, FSL Suite 10, Columbus, OH 43215	<b><u>TYPICAL WORK SCHEDULE:</u></b> Monday – Friday 8:00 AM – 5:00 PM	<b><u>SUPERVISOR (PCN):</u></b> Director (051000)
<b><u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u> TBD</b>		

**CLASSIFICATION PURPOSE:**

The primary purpose of the Assistant Director classification is to provide vision and leadership in planning, directing, managing, and overseeing agency programs and projects within the County. The position is responsible for promoting the agency’s initiatives to achieve strategic goals.

**JOB DUTIES:**

Responsible for supporting the agency in developing and ensuring efficient and effective initiatives, projects, and programming and for monitoring the effectiveness of those initiatives, projects, and programs. As directed, oversee and lead collaborative efforts with outside partner organizations and communities to support agency initiatives, projects, and programs. Obtain, discuss, and report on business community concerns or community needs. Develop policies, timelines, resource allocations and result expectations related to assigned initiatives, projects, or programs. Conduct research and analysis as needed and/or as directed. Develop program/initiatives, document processes, set up implementation plans and monitoring metrics. Accountable for establishing measurable guidelines to establish progress towards goals. Responsible for communicating regularly verbally and in writing with Agency leadership and County Administration. Ensure compliance with the directives of the Board of Commissioners, County Administration, and Agency Director.

Maintain working knowledge of agency programs, services, operations, and systems, including funding and relationship to the programs administered. Prepare speeches and talking points for Agency Director and others. Coordinate agency speaking engagements for the Director and others. Represent the department and make presentations to elected county officials and/or departments, state and municipal officials, citizen groups and other policy-making entities regarding current and future initiatives, projects, and programs. Establish and maintain effective public relations. Work with other departments in Franklin County government to cross-collaborate on projects and programs. Perform an active role in supporting the goals and vision of the Board of Commissioners, using the Rise Together Blueprint and other established resolutions as guiding principles and resources. Serve as a representative on agency and/or community committees. Act as liaison with assigned community partners, including but not limited to the Solid Waste Authority of Central Ohio, Franklin County Soil and Water Conservation District, Columbus Regional Airport Authority, and Mid-Ohio Regional Planning Commission. Initiate and oversee the implementation of collaborations and partnerships with other government and community agencies. Develop and implement agency special projects, fundraising, and staff/community related activities.

Research and identify grant and other funding opportunities to support agency priorities. Write grant application for submission to the state and other governmental agencies. Assist with contract review and other procurement duties as needed and/or directed. Negotiate and oversee contracts as assigned.

Attend/conduct meetings, trainings, public events, etc., as required to accomplish assigned responsibilities. 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; management; work force planning; supervision; public relations; human relations; agency policy and procedures; government structure and process; counseling; interviewing; business. Skill in word-processing; equipment operation. Ability to define problems, collect data, establish facts and draw valid conclusions; comprehend and record figures accurately; add, subtract, multiply and divide whole numbers; calculate fractions, decimals and percentages; use statistical analysis; complete routine forms; maintain accurate records; understand manuals and verbal instructions, technical in nature; prepare meaningful, concise and accurate reports; use proper research methods in gathering data; establish friendly atmosphere as supervisor of work unit; handle sensitive inquiries from and contacts with officials and general public; resolve complaints from angry citizens and government officials.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Bachelor's degree in business management, public administration or related field with five (5) years of progressively responsible management experience in public administration, business, government or related field; or any equivalent combination of training and experience.

**Additional Requirements**

Must meet background check requirements.

**Supervisory Responsibilities**

Ability to assign, review, plan, and coordinate the work of other employee, to provide instruction to other employees, to maintain department standards, to recommend the discipline or discharge of other employees, and to act on employee problems.

**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