

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

<u>CLASSIFICATION TITLE:</u> Assistant Director	<u>CLASS NUMBER:</u> 90005	<u>FLSA:</u> Exempt
<u>AGENCY/DIVISION:</u> Department of Economic Development & Planning/Economic Development	<u>JOB TYPE:</u> Full Time, Unclassified	<u>PROBATION PERIOD:</u> N/A
<u>BARGAINING UNIT:</u> Non-Bargaining	<u>PAY GRADE:</u> N20	<u>POSITION CONTROL #:</u> 051200
<u>POSITION LOCATION:</u> 150 South Front Street, FSL Suite 10, Columbus, OH 43215	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> Director (051000)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u> Senior Program Coordinator (051221) Management Analyst 1 (051004)		

CLASSIFICATION PURPOSE:

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

JOB DUTIES:

Provides vision and leadership in the development and administration of Franklin County’s comprehensive economic development plan and associated programs including operations, personnel, budgeting, policy development, and program supervision. Direct department goals and objectives to be consistent with priorities, policies and procedures established by the County Administrator and Deputy County Administrator overseeing EDP. Responsible for all administrative, personnel and department operations for Economic Development. Provide management, organizational leadership, and team building. Plan, assign, supervise, train and evaluate the work of professional, and administrative support staff. Interpret plans, specifications, standards, incentive policies, procedures, and regulatory codes. Direct economic development planning, organization, review, design, and evaluation of the overall operations and development of the department’s administration and reports directly to the Director of EDP. Monitor and oversee operations to assure that services are in compliance with contract provisions, applicable federal, state and local laws, and rules and regulations.

Administers Magnet Housing Loan Fund and responsible for management of the County Infrastructure Bank. Serve as the primary adviser to the Director in all matters relating to the County’s Economic Development Program and opportunities for economic development throughout Franklin County. Oversee and lead collaborative efforts with outside partner organizations and communities to support local business growth, expansion and relocation, new business recruitment, retention and expansion to further the community development initiatives. Address business community concerns or community needs. 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 development. Establish and maintain effective public relations. Work with other departments in Franklin County government to cross-collaborate on projects and programs. Solicit development proposals from private development companies and negotiate development/redevelopment activities with various entities. Negotiate and oversee contracts as assigned. Provide excellent customer service and demonstrate commitment. Maintain regular and predictable attendance.

The above is intended to describe the general nature and level of work being performed by this position. The statements are not intended to be an exhaustive list of all responsibilities and duties.

MAJOR WORKER CHARACTERISTICS:

Knowledge of current economic development practices. Knowledge of budgeting; management; supervision; public relations; agency policy and procedures; interviewing. Skill in equipment operation. Ability to define problems, collect data, establish facts and draw valid conclusions; maintain accurate records; interview job applicants effectively; prepare meaningful, concise and accurate reports; use proper research methods in gathering data; prepare and deliver speeches before specialized audiences and general public; 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: Master’s degree in planning, public administration, or related field with five (5) years of community/economic development, housing programs, or related experience with (2) years of supervisory experience.

Additional Requirements

Must have or obtain by date of hire a valid driver's license applicable to job responsibilities, with a driving record acceptable to Franklin County.

Supervisory Responsibilities

Ability to function in a managerial capacity for one or more department sections or divisions. Includes the ability to make decisions on procedural and technical levels.

UNUSUAL WORKING CONDITIONS:

This is an unclassified position that serves at the pleasure of the Board of Commissioners. While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

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