

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

<b>CLASSIFICATION TITLE:</b> Community Development Administrator	<b>CLASS NUMBER:</b> 40210	<b>FLSA:</b> Exempt
<b>AGENCY/DIVISION:</b> Department of Economic Development & Planning	<b>JOB TYPE:</b> Full Time, Classified	<b>PROBATION PERIOD:</b> 180
<b>BARGAINING UNIT:</b> Non-Bargaining	<b>PAY GRADE:</b> N17	<b>POSITION CONTROL #:</b> 050022
<b>POSITION LOCATION:</b> 150 South Front Street, FSL Suite 10, Columbus, OH 43215	<b>TYPICAL WORK SCHEDULE:</b> Monday – Friday 8:00 AM – 5:00 PM	<b>SUPERVISOR (PCN):</b> Chief Operating Officer (050005)
<b>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</b>		
Senior Program Coordinator (050024)                      Community Development Intern (050025)		

**CLASSIFICATION PURPOSE:**

The primary purpose of the Community Development Administrator classification is to manage grant components associated with providing grant funding to community agencies and projects, including contract construction, grant submissions, and award oversight. Provides training and technical assistance, reporting and program analysis.

**JOB DUTIES:**

Responsible for administering, implementing, and overseeing budgeting for the following federal programs and funds the county receives from the Department of Housing and Urban Development (HUD): Community Development Block Grant (CDBG); Emergency Shelter Grant (ESG); CDBG-R Stimulus; Homeless Prevention and Rapid-Rehousing Programs (HPRP). Oversees the management of the County HUD financial system (the Integrated Disbursement & Internal Distribution System – IDIS.); the completion of the annual Action Plan to HUD (the process, budget & plan which communicates to HUD how the County intends to allocate the grant funds provided it). Holds public hearings to solicit resident’s input on the Plan and any Action Plan amendments. Coordinates the development and submission of the Consolidated Plan to HUD (five-year plan which identifies community plans and priorities.) Administers and performs the County environmental review process for HUD grants. Serves as a liaison between federal, state, local and County Commissioners in regard to HUD grants. Constructs sub-recipient agreements including performance measures. Manages the program request for proposal process including project evaluations. Manages, reviews, and evaluates project status reports. Provides technical assistance regarding the program to citizens, non-profits, and federal, state, and local jurisdictions. Facilitates planning & citizen participation elements of program. Ensures the eligibility of projects, activities, and expenditures. Ensures the adherence to all program regulations. Performs program monitoring. Oversees the development, construction, and implementation process for infrastructure projects. Responsible for the requisite documentation/record keeping for the program.

Oversees the County fair housing subrecipient contract for adherence to federal policies/regulations. Responsible for completing the semi-annual minority business enterprise reports (procurement, labor standards.) Oversees the internal County Commission Community Development Advisory Board. Responsible for the completion of the annual Consolidated Annual Performance & Evaluation Report (CAPER) – the HUD Grants financial report. Performs program audits. Enact planning activities for the county CDBG, ESG, CDBG-R Stimulus, NSP, and HPRP programs. Establish, maintain, update, and collect documentation for program files. Maintain knowledge required to interpret and apply HUD regulations. Make public policy decisions. Participate in all relevant HUD training and all associated County Diversity, Equity, and Inclusion Trainings. Attend quarterly meetings of the Ohio Conference of Community Development. Educate staff and local officials on new HUD programs. Complete site visits for HUD funded projects to ensure contract compliance regarding expenditures, procurement, and eligibility of clients receiving assistance, personnel hired, and projects implemented within grant project timeframe. Create written reports of site visits including findings, recommendations, and concerns. Assist the Franklin County Community Development Advisory Committee in work sessions to approve and review annual funding requests and to review annual program performance. Serve on community boards and County committees that address housing and community development issues. Drafts, executes, and manages contracts, agreements, and resolutions and presents to County Administration and Board of County Commissioners. Supervises junior staff. Maintains 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; accounting; government structure and process. Skill in equipment operation. Ability to deal with some abstract but mostly concrete variables; calculate fractions, decimals, and percentages; develop complex reports and position papers; cooperate with coworkers on group projects.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Any equivalent combination of relevant training and experience including but not limited to: Bachelor’s degree in management, human resources, criminal justice, finance, accounting, public policy, or related experience with five (5) years of experience in grant coordination and administration.

**Additional Requirements**

No special license or certification is required.

**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, to act on employee problems, to recommend and approve the transfer, promotion, or salary increase of other employees.

**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