

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

<u>CLASSIFICATION TITLE:</u> Director	<u>CLASS NUMBER:</u> 90108	<u>FLSA:</u> Exempt
<u>AGENCY/DIVISION:</u> Economic Development & Planning	<u>JOB TYPE:</u> Full Time, Unclassified	<u>PROBATION PERIOD:</u> N/A
<u>BARGAINING UNIT:</u> Non-Bargaining	<u>PAY GRADE:</u> N24	<u>POSITION CONTROL #:</u> 051000
<u>POSITION LOCATION:</u> 150 S. Front St., FSL Suite 10, Columbus, OH 43215	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> County Admin (010004)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u> Administrative Assistant 1 (050002) Assistant Director (0500020) Assistant Director (050004) Residential Building Official (050009) Assistant Director (050005)		

CLASSIFICATION PURPOSE:

The primary purpose of the Director classification is to direct the operations of the department. Prepare department budget. Oversee and monitor revenue and expenditures. Formulate, establish and evaluate department policies. Direct and plan department functions. Prepare and present annual department budget. Manage and monitor expenditures. Establish and address staffing issues. Maintain records.

JOB DUTIES:

Provide visionary leadership of economic development and planning, guiding the development and execution of strategic plans and initiatives to advance the mission and objectives of the Board of Commissioners and County Administration. Establish departmental policies and operational performance goals and effectively allocate agency resources in compliance with applicable regulations. Implement programs requiring complex decision processes involving extensive research and coordination. Prepare legal documents as needed. Review and assess local, regional, state, and federal policies impacting economic and community development strategies and practices. Oversee the planning and execution of programs, services, events, and other opportunities designed to promote business growth, professional development, and community engagement. Coordinate economic and community development partnerships between Franklin County and local municipalities, prospective developers, business, and community stakeholders.

Direct and oversee the budget, organizational structure, and agency staffing. Manage financial resources responsibly, including financial and compliance reporting, monitoring, and fiscal controls. Identify and pursue funding opportunities, sponsorships, and partnership to support Board of Commissioners’ programs and initiatives.

Serve as subject matter expert on behalf of the Board of Commissioners and County Administration in all matters pertaining to economic development and planning. Respond to requests and inquiries from internal and external stakeholders regarding agency operations.

Cultivate and maintain strong relationships with current and prospective community partners and stakeholders. Develop initiatives to attract new partnerships to enhance the value proposition of the County. Lead and convene internal and external stakeholders to move implementation of strategic planning utilizing data-driven insights and projections. Represent the interests of the Board of Commissioners to local, regional, state, and federal government entities, advocating of policies and initiatives that support the mission and objectives of the Board of Commissioners. Serve as a spokesperson on operational, legislative and regulatory issues, including participating in forums, committees, community events, and in media interviews. In collaboration with Public Affairs, develop and implement effective public relations and communication strategies to engage stakeholders, promote initiatives, and enhance the organization’s visibility and reputation, including preparation of speaking points for the Board of Commissioners and County Administration.

Provide advanced leadership skills to direct agency staff and cultivate a healthy and productive culture and climate consistent with the priorities of the Board of Commissioners. Supervise, hire, promote, discipline, provide guidance to, and approve the performance evaluations of agency staff. Work collaboratively with other Franklin County agencies to meet the mission and objectives of the Board of Commissioners and County Administration. 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; labor relations; supervision; public relations; agency policy and procedures; government structure and process; counseling, interviewing. Skill in equipment operation. Ability to define problems, collect data, establish facts and draw valid conclusions; use of proper research methods in gathering data; prepare and deliver speeches before specialized audiences and general public; develop complex reports; handle sensitive inquiries from and contacts with staff, officials, and general public; establish friendly atmosphere as division or large section chief.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Any equivalent combination of relevant training and experience including but not limited to: Master's degree in business, public administration, public policy, planning, economics, architecture, or related field with seven (7) years of development, planning, land use, or related experience.

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, 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