

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

<b>CLASSIFICATION TITLE:</b> Economic Development Administrator	<b>CLASS NUMBER:</b> 40210.1	<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> 050023
<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> Assistant Director (050020)
<b>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</b> Jr. Program Coordinator (050004)		

**CLASSIFICATION PURPOSE:**

The primary purpose of the Economic Development Administrator classification is to oversee and direct the operations of an assigned department, supervise assigned staff, administer economic development activities; manage grant components associated with providing grant funding to community agencies, developers and projects, including contract construction, grant submissions, and award oversight. Provides training and technical assistance, reporting and program analysis.

**JOB DUTIES:**

Plan, implement and supervise activities of assigned staff. Responsible for supporting the overall economic development, coordination and implementation of commercial/retail district revitalization and affordable housing development within the direct jurisdiction of Franklin County. Review, develop, formulate, and consult on administrative policies and procedures. Assign and schedule projects and monitor them to completion. Serve as a liaison to local communities for technical and supportive services as they relate specifically to economic development programs available through the State of Ohio, public finance, affordable housing programs. Offer technical assistance to departmental staff and other governmental entities. Assist the Assistant Director and Director in ensuring all Ohio Revised Code rules and regulations pertaining to the department programs and operations are followed correctly. Oversee the economic development department in following procedures and implementing research studies, including selecting appropriate data collection, analysis methods and techniques. Ensure that those programs and services are being performed effectively. Respond to problems arising from economic development activities. Prepare resolutions, proposals and draft agreements as assigned.

Coordinate economic development activities with and provide technical assistance to departmental personnel in economic development and evaluating projects. Additional responsibilities include: incentive program administration; oversight of Franklin County's Tax Incentive Review Council (TIRC) and working closely with the Franklin County Auditor's office in the process of reviewing incentive portfolio; preparing reports for the Auditor's office and the Board of Commissioners as to the performance of the incentive portfolio while providing administrative assistance to the TIRC for meeting preparation and logistics; preparing annual tax incentive monitoring fee schedules and invoices of companies while managing annual reports for the Ohio Department of Development; make presentations to the board; assist director and assistant director to ensure agency is operating according to county standards, laws, and studies pertaining to economic development programs. Prepare required reports. Prepare special agreements and assist in preparing final copies. Act as a liaison for the director and assistant director as needed and submit recommendations to the assistant director.

Prepare resolutions and contract summaries seeking Board of Commissioners approval on varied funding commitments, tax abatements, or other relevant projects. Presenting resolutions to the Board of Commissioners at briefing meetings, and attend General Session as needed. Prepare loan/grant agreements and memorandums. Work closely with the Prosecuting Attorney's office. Responsible for the administration of contracts with a variety of outside partners. Assist the county in economic development activities and affordable housing development for programs such as the Magnet Fund and infrastructure construction projects with Franklin County municipalities under the Infrastructure Bank program. Interface with the Ohio Department of Development, Office of Grants and Tax Incentives representatives and company representatives to facilitate the Enterprise Zone, Community Reinvestment Area, and Tax Increment Finance programs. Have an engaged presence with One Columbus to work on attracting and retaining companies in Franklin County while providing regional leadership. Act as a facilitator for grants on behalf of cities and villages for potential funding.

Collaborate with developers, commercial Realtors, investors, external economic development partners, and company representatives to facilitate new development/redevelopment, commercial Realtors, prospective entrepreneurs, local communities, and the general public, at the direction of the Director and Assistant Director. Supports the Assistant Director for Economic Development in business visitations,

program development, contract management, and other duties as required. Research information in responses to inquiries and request information from outside sources. Generate internal reports for input for the budget. Attend training, conferences, and all staff meetings required by the director. 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:**

Supervision; engineering; equipment operation. Deal with problems involving several variables in familiar contexts; understand practical field of study; define problems, collect data, establish facts and draw valid conclusions; use algebra; use geometry and trigonometry; use statistical analysis; understand manuals and verbal instructions technical in nature; develop complex reports; establish friendly atmosphere as supervisor of work unit; handle sensitive inquiries from and contacts with officials and general public. budgeting; accounting; public relations; human relations; agency policy and procedures; government structure and process; business; word processing; office equipment; modern software technology. Deal with variety of variables in somewhat unfamiliar context; deal with many variables and determine specific action; maintain accurate records; prepare meaningful, concise, and accurate reports; use proper research methods in gathering data.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Bachelor's degree in public administration, city and regional planning, economics, business administration, accounting, or related field with five (5) years of economic development or related experience or any equivalent combination of training and experience.

**Additional Requirements**

No special license or certification is required.

**Supervisory Responsibilities**

Ability to assign, review, plan, coordinate the work, provide instruction to employees, maintain department standards, recommend discipline, and to act on employee issues.

**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