

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

<u>CLASSIFICATION TITLE:</u> Intern	<u>CLASS NUMBER:</u> 00000	<u>FLSA:</u> Non-Exempt
<u>AGENCY/DIVISION:</u> Department of 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> IG2	<u>POSITION CONTROL #:</u> 051232
<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> Assistant Director (051200)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		

CLASSIFICATION PURPOSE:

The primary purpose of the Intern classification is to perform a variety of administrative and office related assignments. Research and prepare agency position papers and spreadsheets for administrator’s review.

JOB DUTIES:

Serve as primary liaison to ensure agency reporting, both internally among agency and other county agencies, as well as externally by sharing the work of the department with inquiring parties, other local jurisdictions, and partner agencies through design mediums (e.g., monthly report, annual report, community development partner highlight, etc.)

Research additional eligible grant opportunities for Agency. Research best practices for the Franklin County Community Development Block Grant Program (CDBG), HOME Partnership (HOME) and Emergency Solutions Grant Program (ESG). Assist in monitoring/auditing procedures, as well as environmental review processes to ensure compliance with HUD regulations by visiting job sites, completing forms, obtain documents from vendors, etc.

Assist Grant Administrator and Sr. Program Coordinator in administration of the Franklin County CDBG, HOME and ESG programs by attending meetings, review of invoices, etc. Assist with researching and being a liaison with the communities in preparation/development of county’s five-year consolidated plan, annual action plan, and consolidated annual performance and evaluation report. 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 public relations; office practices and procedures. Skill in typing; word processing; equipment operation. Ability to carry out instructions in written, oral or picture form; interpret variety of instructions in written, oral, picture, or schedule form; understand practical field of study; read and record figures accurately; comprehend and record figures accurately; read simple sentences with common vocabulary; comprehend simple sentences with common vocabulary; complete routine forms; understand manuals and verbal instructions, technical in nature; prepare meaningful, concise and accurate reports; use proper research methods in gathering data; gather, collate and classify information about data, people or things; work alone on most tasks; cooperate with coworkers on group projects

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Any equivalent combination of relevant training and experience including but not limited to: A high school diploma or equivalent with six (6) months office experience or enrolled into an institution of higher learning.

Additional Requirements

No special license or certification is required

Supervisory Responsibilities

None required.

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