

<b><u>CLASSIFICATION TITLE:</u></b> Junior Program Coordinator	<b><u>CLASS NUMBER:</u></b> 40201	<b><u>FLSA:</u></b> Non-Exempt
<b><u>AGENCY/DIVISION:</u></b> Department of Economic Development & Planning	<b><u>JOB TYPE:</u></b> Full Time, Classified	<b><u>PROBATION PERIOD:</u></b> 180
<b><u>BARGAINING UNIT:</u></b> Non-Bargaining	<b><u>PAY GRADE:</u></b> N13	<b><u>POSITION CONTROL #:</u></b> 050004
<b><u>POSITION LOCATION:</u></b> 150 South Front Street, FSL Suite 10, Columbus, OH 43215	<b><u>TYPICAL WORK SCHEDULE:</u></b> Monday – Friday 8:00 AM – 5:00 PM	<b><u>SUPERVISOR (PCN):</u></b> Assistant Director (050020)
<b><u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u></b>		

**CLASSIFICATION PURPOSE:**

The primary purpose of the Junior Program Coordinator classification is to assist the Senior Program Coordinator, Assistant Director, Director, and higher-level administrators by researching, analyzing revising, and carrying out and implementing operations programs and policies.

**JOB DUTIES:**

The Junior Program Coordinator provides economic development program navigation services to businesses and communities that interact with the agency; identifies and determines economic development incentive and inducement best practices and assists unincorporated jurisdictions and local businesses in need of economic development to support job creation and company growth in Franklin County.

Supports the Senior Program Coordinator and Assistant Director in managing, auditing, enforcing, and conducting annual reporting of incentive contract agreements through the Tax Incentive Review Council, Infrastructure Bank loans, and Magnet Fund programs. Assists and supports local unincorporated jurisdictions in identifying best economic development practices such as business retention & expansion (“BR&E”), site selection/certification, networking with local/regional resources, and serving as a liaison to other agencies at the local, state and national level; markets to the business community the workforce development initiatives available through the Workforce Development Board of Central Ohio (WDBCO) /Ohio Means Jobs and Job and Family Services (“JFS”) and other appropriate agencies.

Reviews all relevant economic development and workforce-related tax incentives offered by authorizing agencies at the local, state, and national levels. Reviews all tax incentives currently offered by the county and works with EDP staff to update/standardize any necessary language to ensure the agency is providing outstanding customer service to every Franklin County resident and business. Designs and implements additional county incentive programs as necessary to address the dynamic economic development needs of Franklin County.

Coordinates activities in collaboration with the Franklin County Office of Diversity, Equity, and Inclusion (“ODEI”) in support of the Small & Emerging Business Enterprises (“SEBE”) Program. Assists in coordinating and carrying out activities related to the Small Business Assistance programs and serves as the point of contact for internal and external public and private agencies committed to small business development in Franklin County.

Conducts on-going assessments of economic development-related programming in Franklin County to determine where additional county activities/resources could be useful in promoting job creation, affordable housing, and commercial and infrastructure development. Designs, implements, evaluates, and promotes new programs to all relevant community partners. 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 economic development in the State of Ohio; budgeting; agency policy & procedures; government structure and processes; regulations & qualifications for grant application & administration; planning principles & practices. Skill in strong sales or business development; office equipment operation. Ability to present complex projects and information to the Board of Commissioners and public as needed; deal with many variables and determine specific action; prepare meaningful, concise, and accurate reports; use proper research methods in gathering data; prepare contracts and resolutions; cooperate with coworkers on group projects; handle sensitive inquiries from and contacts with officials & general public.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Bachelor's degree in communications, business administration, accounting, finance, public administration, or related field with two (2) years of experience in business administration, public administration, grant administration or related field; or any equivalent combination of training and experience.

**Additional Requirements**

No special license or certification is required.

**Supervisory Responsibilities**

None required.

**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