



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

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| <u>CLASSIFICATION TITLE:</u> Senior Program Coordinator, ED | <u>CLASS NUMBER:</u> 40202 | <u>FLSA:</u> Exempt |
| <u>AGENCY/DIVISION:</u> Department of Economic Development & Planning | <u>JOB TYPE:</u> Full Time, Classified | <u>PROBATION PERIOD:</u> 180 |
| <u>BARGAINING UNIT:</u> Non-Bargaining | <u>PAY GRADE:</u> N15 | <u>POSITION CONTROL #:</u> 050023 |
| <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 (050020) |
| <u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u> | | |

CLASSIFICATION PURPOSE:

The primary purpose of the Senior Program Coordinator classification is to serve as a liaison to local communities for technical and supportive services.

JOB DUTIES:

Serving as a program coordinator and 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 and a working knowledge of Federal agency policy and procedures, and internal project management the Senior Program Coordinator will be 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.

These responsibilities include incentive program management, 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.

Preparing 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. Preparing loan agreements and memorandums, working closely with the Prosecuting Attorney’s office. Responsible for the administration of contracts with a variety of outside partners, assisting 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.

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.

Act as a facilitator for grants on behalf of cities and villages for potential funding.

Supports the Assistant Director for Economic Development in business visitations, program development, contract management, and other duties as required. 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; accounting; public relations; human relations; agency policy and procedures; government structure and process; business. Skills in word processing; office equipment; and modern software technology. Ability to deal with variety of variables in somewhat unfamiliar context; define problems, collect data, establish facts and draw valid conclusions; deal with many variables and determine specific action; maintain accurate records; understand manuals and verbal instructions, technical in nature; prepare meaningful, concise, and accurate reports; use proper research methods in gathering data; handle sensitive inquiries from & contacts with officials and general public.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Bachelor’s degree in communication, business administration, accounting, or related field with three (3) years of business administration, public administration, or related experience; 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