

<b><u>CLASSIFICATION TITLE:</u></b> Sr. Program Coordinator	<b><u>CLASS NUMBER:</u></b> 40202	<b><u>FLSA:</u></b> 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> N15	<b><u>POSITION CONTROL #:</u></b> 051224
<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> Community Development Administrator PCN 051213
<b><u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u></b>		

**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:**

Responsible for assisting with the administration of Franklin County Community Development Block Grant (CDBG) Entitlement grant in accordance with federal regulations including, preparing the Annual Consolidated Action Plan and any amendments in a timely manner, schedule public notices and information, planning processes, citizen participation, project requests and evaluations, propose annual plan and submit to HUD. Carryout citizen participation process. Establish productive working relationships with local, state, and federal officials, and Franklin County Commissioners. Represent the Franklin County program on the Consolidated Plan Coordinating Group. Provide technical assistance to local communities and organizations in preparing applications for funds and with compliance with federal regulations to ensure high quality projects.

Design and carry out planning activities for Franklin County CDBG. Establish, maintain, update, and document files on CDBG-eligible area-wide benefit target areas. Provide technical assistance to local communities with income surveys and blight documentation. Prepare any assessments of needs or plans, as needed.

Track the infrastructure projects for compliance with federal, state, and local requirements and regulations using the following US Department of HUD reporting systems: HEROS - HUD Environmental Review Online System, GovDelivery Administrator Community Development, DRGR - Disaster Recovery Grant Reporting System, IDIS - Integrated Disbursement and Information System, Labor compliance, Davis Bacon & Section Three Administration, CDBG - Community Development Block Grant meant for Infrastructure project management.

Provide CDBG support to local governments. When funded, arrange for and manage program implementation; monitor progress of work, amend program and budgets as appropriate, oversee payments and project closeout. Ensure state and federal regulations regarding procurement, labor standards, fair housing, and ensure MBE policies are followed and documented. Arrange for the availability of files for monitoring and respond to monitoring recommendations, concerns or findings. Communicate with Director and Assistant Director on a regular weekly basis, prepare an agenda on progress in areas of responsibilities such as status of projects, presentations, committee meetings, allocation processes, and strategies, personnel and operations support and recommend decisions to be made. Attend and actively participate in departmental and management meetings. Communicate agency policies and procedures. Make effective, concise oral and written presentation to committees and the public as appropriate. Utilize Power Point and other electronic media effectively. Adhere to agency policies and procedures.

Assist in implementation of EDP's Affordable and Emergency Housing Fund, including implementing the County's Low Income Housing Tax Credit Magnet Fund Program. 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. Skill in equipment operation. 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; prepare deeds, leases, wills, mortgages and/or contracts; handle sensitive inquiries from & contacts with officials and general public.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Any equivalent combination of relevant training and experience including but not limited to: Bachelor's degree in economics, business, finance, or related field with three (3) years of program administration or related 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