

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

<u>CLASSIFICATION TITLE:</u> Executive Director, Fellow	<u>CLASS NUMBER:</u> 90101.1	<u>FLSA:</u> Exempt
<u>AGENCY/DIVISION:</u> Department of Job & Family Services - Northland	<u>JOB TYPE:</u> Full Time, Unclassified	<u>PROBATION PERIOD:</u> N/A
<u>BARGAINING UNIT:</u> Non-Bargaining	<u>PAY GRADE:</u> N21	<u>POSITION CONTROL #:</u> 100180
<u>POSITION LOCATION:</u> 1721 Northland Park Ave, Columbus, OH 43229	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> Director (100100)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u> TBD		

CLASSIFICATION PURPOSE:

The primary purpose of Executive Director, Fellow classification is to have overall strategic and operational responsibility for the Franklin County Innovation Center’s staff, programs, and execution of its mission.

JOB DUTIES:

Play an active role in advising on the integration of racial equity concepts into all aspects of the Center’s community engagement and program strategy. Ensure ongoing local organizational excellence, rigorous program and Blueprint evaluation, and consistent quality of finance and administration, fundraising, communications, and systems. Recommend timelines and resources needed to achieve the strategic goals. Actively engage and energize Center board members, committees, partnering organizations, and funders. Develop, maintain, and support a strong board and advisory councils. Serve as ex-officio on each committee and workgroup. Seek and build board and advisory council involvement with strategic direction for both ongoing Blueprint efforts and vetting the big ideas of the Innovation Center. Lead, coach, develop, and retain Center’s high-performance management team. Ensure effective systems to track scaling progress, and regularly evaluate Blueprint components, to measure successes that can be effectively communicated to the board, advisory council, funders, and other constituents.

Work with the board to develop the long term financial plan. Secure and expand revenue through strategic partnerships. Deepen and refine all aspects of communications with municipalities, from web presence to external relations with the goal of creating a stronger brand for the Center. Use external presence and relationships to garner new financial opportunities.

Design the implementation process for delivery of the Blueprint and complete the strategic business planning process for the Innovation Center. Begin to build partnerships in new municipalities, establishing relationships with the funders, and political and community leaders. Be an external local and national presence that publishes and communicates Blueprint results, with an emphasis on the successes of the public and private dollars and civic engagement. 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; management; workforce planning; public relations; agency policies and procedures; government structure and process; social sciences. Skill in equipment operations; understand practical of study; define problems, collect data, establish facts and draw valid conclusions; interpret extensive variety of technical material in books; journals and manuals; calculate fractions, decimals and percentages; complete routine forms; maintain accurate records; interview job applicants effectively; understand manuals and verbal instructions, technical in nature; prepare meaningful, concise and accurate reports; prepare and deliver speeches before specialized audiences and general public; use proper research methods in gathering data; handle sensitive inquiries from and contacts with officials and general public; establish friendly atmosphere as director; resolve complaints from angry citizens and government officials.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Any equivalent combination of relevant training and experience including but not limited to: Advanced degree, or the equivalent of work experience with at least ten (10) years of senior management experience, with a track record of effectively leading various stakeholder groups and staff.

Additional Requirements

Must meet background check requirements.

Supervisory Responsibilities

Franklin County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the county will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Effective Date: _____

Position may have the ability to assign, review, plan, and coordinate the work of other employee and external stakeholders, to provide instruction to other employees, to maintain department standards, to recommend the discipline or discharge of other employees, and to act on employee problems. May also act as a team lead.

UNUSUAL WORKING CONDITIONS:

This is an unclassified position that serves at the pleasure of the Board of Commissioners. This position is time limited to approximately 12 months.

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