

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

<u>CLASSIFICATION TITLE:</u> Program Manager, Fellow	<u>CLASS NUMBER:</u> 70321.1	<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> N19	<u>POSITION CONTROL #:</u> 100130
<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 the Program Manager, Fellow classification is to organize and implement goals and actions steps, as well as, provide strategic and operational support to the Franklin County Innovation Center, partner organizations, workgroup members and community stakeholders.

JOB DUTIES:

Organize projects and activities in accordance with the goals and action steps from the Rise Together Blueprint. Research and develop new programs to support the strategic direction of the Innovation Center. Build a strong group of volunteers who will help plan and execute Blueprint action steps. Support organizational planning and management of long-term goals and metrics.

Develop budgets and operating plans for programs/projects. Develop an evaluation method to assess program strengths and identify areas for improvement. Advise the Director of the Department of Job & Family Services and the Innovation Center on issues and initiate action. Write program funding proposals to guarantee uninterrupted delivery of services. Analyze program benchmarks.

Stay abreast and regularly meet with stakeholders to make communication easy and transparent regarding issues and decisions within the Innovation Center. Produce accurate and timely reporting of Rise Together Blueprint action steps status. 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 in budgeting; supervision; workforce planning; public relations; human relations; agency policy and procedures; government structure and process; interviewing. Skill in word processing; equipment operation. Ability to carry out instructions in written, oral or picture form; apply principles to solve practical, everyday problems; interpret variety of instructions in written, oral, picture, or schedule form; define problems, collect data, establish facts and draw valid conclusions; understand practical field of study; deal with problems involving several variables in familiar context; use statistical analysis; complete routine forms; maintain accurate records; prepare meaningful, concise and accurate reports; proofread technical materials, recognize errors, and make corrections; use proper research methods in gathering data; originate and/or edit articles for publications; develop complex reports and position papers; gather, collate and classify information about data, people or things; cooperate with coworkers on group projects; handles sensitive inquiries from and contacts with officials and general public; establish friendly atmosphere as division or large section chief.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Bachelor’s degree in public administration, public policy, project management or related field with three (3) years of program planning; or any equivalent combination of training and experience.

PREFERRED CLASS QUALIFICATIONS FOR EMPLOYMENT:

- Project management skills, with strong analysis and self-directed decision-making.
- Commitment to serving, and experience with effective outreach to diverse populations.
- Experience with program development, outcomes assessment, and the use of data to enhance services and make decisions.
- Proven experience in program management.
- Proven stakeholder management skills.
- Proven experience managing a team.
- Competency in Microsoft applications, including Word, Excel, and Outlook.

Additional Requirements

Must meet background check requirements.

Supervisory Responsibilities

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