

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

<u>CLASSIFICATION TITLE:</u> Social Program Developer	<u>CLASS NUMBER:</u> 70304	<u>FLSA:</u> Non-Exempt
<u>AGENCY/DIVISION:</u> Department of Job & Family Services - Northland	<u>JOB TYPE:</u> Full Time, Classified	<u>PROBATION PERIOD:</u> 180
<u>BARGAINING UNIT:</u> Non-Bargaining	<u>PAY GRADE:</u> N14	<u>POSITION CONTROL #:</u> Varies
<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> Administrative Officer (100730)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		

CLASSIFICATION PURPOSE:

The primary purpose of the Social Program Developer classification is to plan, develop, and implement plans and projects to increase linkages and collaborative efforts between the agency, community agencies and organizations, businesses, sponsors, contracts, and other stakeholders.

JOB DUTIES:

Plan, develop, and implement plans and projects to increase linkages and collaborative efforts between the agency and community agencies and organizations, including programs and services provided through contractual arrangements. Assist with the development and coordination of Requests for Proposals, Requests for Quotes, formal and informal bids, quotes, formal and informal procurement of goods and services and other assigned duties related to the procurement, negotiation, execution and monitoring of contracts/subgrants. Review contracts and develop provider or program-specific monitoring tools to assess performance and compliance with contract provisions. Ensure all procurements and contracts/subgrants are compliant with relevant rules and regulations. Work with community agencies and organizations to identify and recommend changes or new contracted services program outcomes, or collaborative arrangements to support agency objectives. Coordinate activities related to collaborative planning with community agencies and organizations.

Provide technical assistance, consultation, and information to community agencies and organizations on agency programs and services, how to access services, and policies and procedures governing funding awards. Provide internal and external trainings regarding FCDJFS procurement and contracting procedures, monitoring procedures and contractual compliance. Serve in informational and/or advisory capacity to agencies and organizations working with this agency to design and/or evaluate programs and services. Prepare and deliver presentations to community organizations, state and local agencies.

Prepare progress reports and monitor implementation of special research and/or program evaluation projects. Prepare and maintains records, statistical charts, reports, and proposals regarding existing or proposed agency programs and services. Represent the administrator on agency committees and on community agency boards, committees, and working groups. 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 work force planning; public relations; human relations; agency policy and procedures; government structure and process; interviewing. Skill in typing; word-processing; equipment operation. Ability to define problems, collect data, establish facts and draw valid conclusions; comprehend and record figures accurately; use statistical analysis; comprehend short sentences with basic, concrete vocabulary; copy records precisely without error; comprehend simple sentences with common vocabulary; copy material accurately and recognize grammatical and spelling errors; complete routine forms; maintain accurate records; make appointments; interview job applicants effectively; use proper research methods in gathering data; prepare and deliver speeches before specialized audiences and general public; sort items into categories according to established methods; gather, collate and classify information about data, people or things; cooperate with coworkers on group projects; answer routine telephone inquiries from public; handle sensitive inquiries from and contacts with officials and general public.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Bachelor's degree in human services or related field with three (3) years of social service or related experience; or any equivalent combination of training and experience.

Additional Requirements

Must meet background check requirements.

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