

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

<u>CLASSIFICATION TITLE:</u> Chief Economic Equity and Inclusion Officer	<u>CLASS NUMBER:</u> 10265	<u>FLSA:</u> Exempt
<u>AGENCY/DIVISION:</u> General Services/Diversity, Equity & Inclusion	<u>JOB TYPE:</u> Full Time, Unclassified	<u>PROBATION PERIOD:</u> 180
<u>BARGAINING UNIT:</u> Non-Bargaining	<u>PAY GRADE:</u> N25	<u>POSITION CONTROL #:</u> 020011
<u>POSITION LOCATION:</u> 373 S. High St., 25 th FL., Columbus, OH 43215	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN)</u> County Administrator (011000)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u> Economic Equity Administrator (020006) DEI Administrator (020038) Equity Data Analyst (020041) DEI Program Administrator (020039)		

CLASSIFICATION PURPOSE:

The primary purpose of the Chief Economic Equity and Inclusion Officer is to promote economic prosperity and competitiveness in Franklin County through purposeful attention to diversity, equity, and inclusion through the promotion of policies that call for equitable access to opportunity and pathways to wealth creation.

JOB DUTIES:

Promote economic prosperity and competitiveness in Franklin County through purposeful attention to diversity, equity, and inclusion in our general services and purchasing decisions. Design and promote policies that call for equitable access to opportunity and pathways to wealth creation. Represent County interests regarding the Community Equity Fund and Equity Alliance Initiative. Provide supervision and oversight over the county's SBE work. Direct county's SBE community outreach efforts. Seek to increased DEI representation in all county ED efforts. Work with Equity Alliance to create CDFI (Community Development Financial Institution). Work with community-based economic development and entrepreneurial organizations (i.e., Forward Cities). Link all economic development efforts with the FC Blueprint to Reduce Poverty and Racism as a public health crisis. Develop a Diversity Equity & Inclusion Dashboard and establish defined measures of success, targets, and incremental goals for the short and long term.

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; supervision; interviewing; public relations; human relations; agency policy and procedures; government structure and process. Skill in equipment operation. Work collaboratively; ability to deal with many variables and determine specific action; ability to define problems, collect data, establish facts and draw conclusions; calculate fractions, decimals and percentages; use statistical analysis; interview job applicants effectively; understand manuals and verbal instructions, technical in nature; prepare meaningful, concise and accurate reports; use proper research methods in gathering data; prepare and deliver speeches before specialized audiences and general public; establish friendly atmosphere; develop complex reports; establish process and goals; handle sensitive inquiries from and contacts with officials and general public; 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: Master's degree in business, public administration, public policy, economics, or related field with seven (7) years of related experience.

Additional Requirements

No special license or certification is required.

Supervisory Responsibilities

Ability to assign, review, plan, and coordinate the work of other employee, 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. Provide training and skill building opportunities to staff.

UNUSUAL WORKING CONDITIONS:

May work evenings, weekends, some travel. This is an unclassified position that serves at the pleasure of the Board of Commissioners.

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