

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

<b><u>CLASSIFICATION TITLE:</u></b> Economic Equity Administrator	<b><u>CLASS NUMBER:</u></b> 50205	<b><u>FLSA:</u></b> Exempt
<b><u>AGENCY/DIVISION:</u></b> Diversity, Equity and Inclusion	<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> N19	<b><u>POSITION CONTROL #:</u></b> 020006
<b><u>POSITION LOCATION:</u></b> 373 S. High St., 25 <sup>th</sup> FL., Columbus, OH 43215	<b><u>TYPICAL WORK SCHEDULE:</u></b> Monday – Friday 8:00 AM – 5:00 PM	<b><u>SUPERVISOR (PCN):</u></b> Chief Economic Equity and Inclusion Officer (020011)
<b><u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u></b>		

**CLASSIFICATION PURPOSE:**

The primary purpose of the Economic Equity Administrator classification is to provide technical assistance to small and emerging businesses (SEB) wishing to do business with Franklin County and to provide cost effective ways to transmit information in a timely manner.

**JOB DUTIES:**

Identify trends, analyze data and disparities related to SEB's. Create new funding initiatives/opportunities that encourage the utilization of SEB's. Organize and conduct technical assistance to small and emerging businesses (SEB) wishing to do business with Franklin County by implementing a variety of approaches through trainings, webinars, and conferences to build awareness and knowledge. Prepare and present top-quality analytical reports and recommendations for ongoing operation and evaluation of the Board of Commissioners' economic equity priorities. Monitor progress towards goals, track measures of success, and report back through project completion.

Handle multiple projects simultaneously including setting goals and targets for achieving milestones to increase supplier diversity and securing necessary resources to advance economic equity. Identify, contact, and track SEB's that can supply goods and services to the Board of Commissioner agencies. Organize SEB engagement events to allow Board of Commissioner agencies and other county agencies the opportunity to interact with SEB's. Review ITBs, RFPs, and RFQs to identify SEBs with the capabilities required and coordinate internal efforts by collaborating with colleagues to communicate opportunity specifications. Plan and deliver effective presentations and workshops to diverse groups by presenting complex information on county purchasing policies and procedures for SEBs. Attend all pre-bid conferences to address potential issues and answer questions. Excellent research skills with the ability to synthesize, translate, and implement the information into an intelligible work plan.

Meet regularly with existing and new suppliers/contractors who could use SEBs goods or services. Prepare and compile well-written monthly, quarterly, and annual reports as well as other communication materials regarding SEBs contract awards/bids/quotes. Model equity and inclusion practices, share knowledge with colleagues and support skill building internally and externally. 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; bookkeeping; inventory control; accounting; employee training and development; office management; agency policy and procedures. Skill in equipment operations. Ability to deal with many variables and determine specific action; count, do basic addition and subtraction; read and record figures accurately; comprehend and record figures accurately; add, subtract, multiply and divide whole numbers; calculate fractions, decimals and percentages; use algebra; use statistical analysis; use calculus; maintain accurate records; use proper research methods in gathering data; develop complex reports; work alone on most tasks; handle sensitive inquiries from and contact with officials; resolve complaints from government officials.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Associate's degree in business administration or related field with three (3) years of purchasing or related experience; or any equivalent combination of training and 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

\_\_\_\_\_  
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: \_\_\_\_\_