

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

<u>CLASSIFICATION TITLE:</u> Deputy Director, Program Evaluator	<u>CLASS NUMBER:</u> 70403	<u>FLSA:</u> Exempt
<u>AGENCY/DIVISION:</u> Office of Homeland Security & Justice Programs	<u>JOB TYPE:</u> Full Time, Classified	<u>PROBATION PERIOD:</u> 180
<u>BARGAINING UNIT:</u> Non-Bargaining	<u>PAY GRADE:</u> N19	<u>POSITION CONTROL #:</u> 132100
<u>POSITION LOCATION:</u> 373 S. High St., 25 th Fl., Columbus, Ohio 43215	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> Justice Policy Director (132000)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u> Re-Entry Coalition Coordinator (132101) Re-Entry Social Service Specialist, Community (132103) Re-Entry Social Service Specialist, Inward (132102)		

CLASSIFICATION PURPOSE:

The primary purpose of the Deputy Director, Program Evaluator classification is to administer programs in accordance with local strategies; coordinate and facilitate internal and external grant processing, provide technical assistance, and serve as director’s alternate, when needed.

JOB DUTIES:

Responsible for the performance and work flow of the justice programs to include the hiring, training and performance evaluation of justice staff in collaboration with the Justice Policy Coordinator. Responsible for developing policy and implementing procedures necessary to monitor outcomes and evaluate the performance of programs awarded to sub-grants. Oversee the preparation of contracts and processing of award packages for each funded project. Oversee the preparation, processing and distribution of grant funds to sub-grantees. Establish and implement programmatic reporting procedures and provide assistance to sub-grantees related to outcome data collection and analysis. Oversight and coordination of required programmatic monitoring to include on-site and desktop reviews of sub-grant programs.

Strategic planning efforts as they relate to funding prioritization, gap analysis, community engagement and identification of emerging trends and conditions and updates to the Strategic Justice Plan. Research and draft funding proposals in alignment with the Strategic Justice Plan. Responsible for timeliness and accuracy of all federal, state and local required reporting. Serve as community liaison with various program related groups. Assist with planning and coordination of the annual and quarterly Criminal Justice Planning Board meetings and any conference/workshop planning as deemed necessary. Represent the County and the Justice Policy Coordinator on councils, and boards, when required.

Ensure the expediting and monitoring of all applications and grants to insure programmatic and fiscal integrity, outcomes accountability and assurance of applicant compliance to program requirements. Scheduled and track audits. Participate in the annual budget and managing for results process. Oversight of justice grants reconciliation in coordination with Office of Management and Budget and assigned fiscal staff.

Oversight of archival record maintenance. Oversight of the justice aspects of the Franklin County Justice Programs website including: new funding opportunities, updates, and public meeting notices. Office management responsibilities include staff coverage and leave requests, equipment and supplies, file maintenance and travel preparation. 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; accounting; management; employee training and development; government structure and process; interviewing. Skill in equipment operation. Ability to understand practical field of study; define problems, collect data, establish facts and draw valid conclusions; use statistical analysis; maintain accurate records; use proper research methods in gathering data; gather, collate and classify information about data, people or things; work alone on most tasks; establish a friendly atmosphere as supervisor of work unit.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Any equivalent combination of relevant training and experience including but not limited to: Bachelor’s degree business administration or related field with five (5) years of business administration or 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

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