

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

<u>CLASSIFICATION TITLE:</u> Social Program Administrator 1 Working Title: Social Service Administrator	<u>CLASS NUMBER:</u> 70306	<u>FLSA:</u> Exempt
<u>AGENCY/DIVISION:</u> Office of Justice, Policy and Programs	<u>JOB TYPE:</u> Full Time, Classified	<u>PROBATION PERIOD:</u> 180
<u>BARGAINING UNIT:</u> Non-Bargaining	<u>PAY GRADE:</u> N18	<u>POSITION CONTROL #:</u> 130032
<u>POSITION LOCATION:</u> 373 S High Street Columbus, OH 43215	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> Chief Operating Officer (130015)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u> Social Services Coordinator (130013)		

CLASSIFICATION PURPOSE:

The primary purpose of the Social Program Administrator 1 classification is to serve as key facilitator between departments, vendors/businesses, and the agency to ensure business needs are accomplished and support the need.

JOB DUTIES:

Coordinate, supervise and administer assigned programs, as contracted by the Agency, including ongoing and special programs. directing and administering assigned programs. Identify additional resources and opportunities to further the efforts of Franklin County’s pre and post release reentry programming. Coordinate co-location efforts and other collaborative service arrangements to provide for One-Stop-Shopping of services for program participants. Initiate, draft and manage service contracts and/or collaborative agreements for program initiatives. Draft and update policies and procedures for all aspects of operations related to the Rapid Resource Center(s), Respite programs and other programs as assigned. Draft funding applications, process and manage contractor staff annual agreements as assigned and participate in the budgetary process. Provide for planning, and administration and allocation of resources supporting a variety of reentry initiatives.

Provide direct supervision to assigned staff. Monitor functions of assigned units, set expectations, and recommend workload and staffing changes as appropriate. Create an atmosphere conducive to working with justice involved individuals and make utilization of resources available. Initiate and re-evaluate area policies and procedures to improve efficiency and production levels and to maintain appropriate information flow and communication with staff. Prepare reports and data analysis, as necessary. Hold regular staff meetings and make recommendations for improving staff skills relative to program. Review and interpret employee handbook, and agency policies. Issues corrective action plans through conferences and discipline. Attend Agency meetings, video conferences, and training sessions. Interview and select staff for vacant management positions. Provide one-on-one coaching to program managers. Complete employee performance appraisals.

Represent the agency on committees, community agency boards and advisory groups. Represent agency at speaking engagements. Collaborate or partner with community agencies on special projects, including Franklin County Sherriff’s Office, treatment providers, housing partners to support a continuum of reentry services. Recognize unusual or threatening conditions and take appropriate actions. Serve on request for proposal review team. Responsible for collaboration and coordination with other senior staff members center directors to achieve maximum program effectiveness and cohesion among agency initiatives. Establish and maintain positive working relationships with other service providers. Make presentations to community organizations and answer inquiries from agency personnel, other government agencies or community organizations, applicants and/or families, and general public. . 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 management; employee training and development, human resources development; supervision, employee training and development; public relations; human relations; agency policy and procedures; counseling; business; social sciences. Skill in word processing; equipment operation. Ability to define problems, collect data, establish facts and draw valid conclusions; calculate fractions, decimals and percentages; add, subtract, multiply and divide whole numbers; use statistical analysis; read simple sentences with common vocabulary; comprehend simple sentences with common vocabulary; maintain accurate records; prepare meaningful, concise and accurate reports; use proper research methods in gathering data; prepare and deliver speeches before specialized audiences and general public; develop complex reports and position paper; establish friendly atmosphere as supervisor of work unit handle sensitive inquiries from and contacts with officials and general public.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Any equivalent combination of relevant training and experience including but not limited to: Bachelor's degree in social work, business management, or related field with five (5) years of management 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, to act on employee problems, to recommend and approve the transfer, promotion, or salary increase of other employees.

UNUSUAL WORKING CONDITIONS:

The employee may be expected to work in or around crowds and may have contact with potentially violent or emotionally distraught persons.

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