

**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> Office on Aging	<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> 111010
<u>POSITION LOCATION:</u> 280 E. Broad St., 3rd FL., Columbus, OH 43215	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> Director (111000)
<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:

Coordinate activities related to collaborative planning and community strategy sessions with community agencies and organizations. Collaborate with internal staff and external entities to develop and implement specific projects to support FCOA's needs assessment and strategic planning process. Prepare and deliver presentations to community organizations, state, and local agencies.

Conduct research and advocacy activities identifying new topics and research questions for FCOA. Monitor external research and policy developments of FCOA at seminars, conferences and other public events. Monitor pending legislation related to FCOA and older adults. Assist with community outreach and assignments related to specific training initiatives. Serve in informational and/or advisory capacity to agencies and organizations working with FCOA to design and/or evaluate programs and services.

Develop and maintain an active dataset of community partners. Prepare progress reports and monitor implementation of special research and/or program evaluation projects. Prepare and maintain records, statistical charts, reports, and proposals. Maintain data to monitor community needs and FCOA impact of outreach efforts. Approve and arrange services for referrals to providers and community partners.

Provide problem resolution between staff and others. Attend meetings and distribute new information and/or changes in programs. 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 budgeting; supervision, public relations; agency policy and procedures; government structure and process. Skill in word processing; equipment. Ability to carry out instructions in written, oral or picture form; apply principles to solve practical, everyday problems; deal with some abstract but mostly concrete variables; deals with problems involving several variables in familiar context; define problems, collect data, establish facts and draw conclusions; complete routine forms; 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 papers; gather, collate and classify information about data, people or things; 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

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