

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

CLASSIFICATION TITLE: Economic Development Administrator	CLASS NUMBER: 40210.1	FLSA: Exempt
AGENCY/DIVISION: Department of Economic Development & Planning	JOB TYPE: Full Time, Classified	PROBATION PERIOD: 180
BARGAINING UNIT: Non-Bargaining	PAY GRADE: N17	POSITION CONTROL #: 050023
POSITION LOCATION: 150 South Front Street, FSL Suite 10, Columbus, OH 43215	TYPICAL WORK SCHEDULE: Monday – Friday 8:00 AM – 5:00 PM	SUPERVISOR (PCN): Assistant Director (050020)
JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:		

CLASSIFICATION PURPOSE:

The primary purpose of the Economic Development Administrator classification is to oversee and direct the operations of an assigned department, supervise assigned staff, administer economic development and affordable housing activities; manage grant components associated with providing grant funding to community agencies, developers and projects, including contract construction, grant submissions, and award oversight. Provides training and technical assistance, reporting and program analysis.

JOB DUTIES:

Support the overall economic development, coordination, and implementation of commercial/retail district revitalization and affordable housing development within Franklin County. Review, develop, formulate, and consult on administrative policies and procedures. Assign and schedule projects and monitor them to completion. Serve as a liaison to local communities for technical and supportive services related to economic development, public finance, affordable housing, and development programs. Assist in ensuring applicable Ohio Revised Code requirements, County policies, and departmental procedures are followed and provide technical assistance to agency staff and other governmental entities. Oversee the assigned areas in following applicable procedures and implementing research studies, including selecting appropriate data collection, analysis methods and techniques. Ensure that those programs and services are being performed effectively. Respond to problems arising from assigned areas.

Coordinate and support implementation of the Franklin County Housing Action Plan and other assigned affordable housing-related and economic development initiatives, including but not limited to initiatives related to renter stability, preservation of at-risk affordable properties, eviction and displacement prevention, homeownership programs, the Housing Opportunity Fund, tax abatements, infrastructure financing, public land, Opportunity Zones, predevelopment financing, emerging developers, and accessory dwelling units (ADU), Franklin County's Tax Incentive Review Council (TIRC), Enterprise Zones, Community Reinvestment Area, Tax Increment Financing, Infrastructure Bank, and Opportunity Zones. Maintain initiative implementation schedules; track established milestones, deliverables, performance measures, and timelines; coordinate follow-up with responsible staff and external partners; identify project dependencies and potential delays; maintain implementation documentation; prepare applicable reports; elevate unresolved issues to appropriate leadership; and prepare regular status reports and implementation updates. Provide technical assistance and community education regarding assigned initiatives.

Serve as agency coordinator for assigned initiatives and work closely with a variety of external stakeholders, including but not limited to municipalities, developers, Community Development Financial Institutions (CDFIs), financial institutions, nonprofit organizations, COCIC, CMHA, CFCFA, OHFA, the Franklin County Auditor, Prosecuting Attorney, County agencies, employers, and other public and private partners. Schedule and facilitate working groups, public meetings, and other assigned events; prepare agendas and provide administrative assistance for meeting preparation and logistics; document decisions and commitments; maintain action items; track partner deliverables; identify coordination issues; facilitate follow-up; and elevate matters requiring policy, financial, or management decisions to appropriate leadership. Maintain an engaged presence with regional economic development partners to support company attraction and retention.

Coordinate requests for proposals, requests for information, scopes of work, contracts, agreements, resolutions, and other related Board actions. Prepare draft resolutions, contract summaries, supporting documentation, and Board materials for management review; coordinate documentation with the Prosecuting Attorney's Office and other County departments; track required approvals; monitor assigned contract schedules, deliverables, and reporting requirements; maintain contract records; and identify matters requiring management attention. Present on behalf of the agency at public meetings.

Collaborate with developers, commercial real estate professionals, investors, external economic development partners, company representatives, prospective entrepreneurs, local communities, and the general public to facilitate new development, redevelopment and affordable housing initiatives. Support the Assistant Director for Economic Development in business visitations, program development, contract management, and other duties as required.

Plan, implement, coordinate, and supervise activities of assigned staff. Research information in response to inquiries and request information from outside sources. Generate internal reports for budget input. Attend trainings, conferences, and staff meetings required. Maintain regular and predictable attendance. This position requires regular and consistent on-site 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:

Supervision; engineering; equipment operation. Deal with problems involving several variables in familiar contexts; understand practical field of study; define problems, collect data, establish facts and draw valid conclusions; use algebra; use geometry and trigonometry; use statistical analysis; understand manuals and verbal instructions technical in nature; develop complex reports; establish friendly atmosphere as supervisor of work unit; handle sensitive inquiries from and contacts with officials and general public. budgeting; accounting; public relations; human relations; agency policy and procedures; government structure and process; business; word processing; office equipment; modern software technology. Deal with variety of variables in somewhat unfamiliar context; deal with many variables and determine specific action; maintain accurate records; prepare meaningful, concise, and accurate reports; use proper research methods in gathering data.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Bachelor's degree in public administration, city and regional planning, economics, business administration, accounting, or related field with five (5) years of economic development or related experience or any equivalent combination of training and experience. Experience supporting project/program implementation, affordable housing, economic development, public finance, real estate development, or contract coordination is preferred.

Additional Requirements

No special license or certification is required.

Supervisory Responsibilities

Ability to assign, review, plan, and coordinate the work; provide instruction to employees; maintain department standards; recommend discipline; and act on employee issues.

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