

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

<u>CLASSIFICATION TITLE:</u> Social Program Administrator 2, Home Repair	<u>CLASS NUMBER:</u> 70307	<u>FLSA:</u> 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> N19	<u>POSITION CONTROL #:</u> 110041
<u>POSITION LOCATION:</u> 280 E Broad Street, 3 rd FL, Columbus, OH 43215	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> Assistant Director, Support Services (110016)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u> Home Repair Manager (110028)		

CLASSIFICATION PURPOSE:

The primary purpose of the Social Program Administrator 2 classification is to interpret program policy and regulations and manage the work and assigned staff of the Home Repair Program. This program promotes senior citizens' ability to live independently in their own homes in a safe and healthy environment.

JOB DUTIES:

Establish standardized policies and operating procedures for use in the daily operations of the program through discussions at the administrative, supervisory, home repair inspector, and case manager staff levels. Provide supervision and leadership to assigned staff. Supervises and works with Home Repair Inspectors in the absence of the assigned Home Repair Manager. Provide direction to staff members as required or requested by reviewing client records. Develop standardized performance metrics for home repair staff to ensure outcomes based programmatic goals are achieved. Develop and maintains good working relationships with administrative staff. Establish and maintain good communications to ensure smooth transitions and understanding regarding client issues. Standardized and participate in hiring process for vacant positions. Prepare agendas and leads monthly meetings.

Assist with the procurement process for all social service, vendor, and employment contracts based on needs assessments, competitive procurement, contract negotiations, contract program monitoring and compliance, on-going training and communication with various community providers and vendors. Establish and monitor contract data tracking system. Perform analysis of provider and vendor performance and expenditure forecasting for contracts managed by the department. Work to ensure continuation of funding for the program by assisting in the coordination of activities throughout the five-year cycle including reporting, and community involvement. Serve as agency representative on boards as needed. Maintain community contacts with providers, business, and university leaders.

Prepare, develop, and submit specialized reports to Commissioners, Director, Agency Executives, Supervisory and agency staff, and the community ensuring agency consistency and integrity of policy interpretation, development, and implementation related to areas of responsibility. Design and develop methods, including spreadsheets, to track statistical information, monitor progress, and issues reports to necessary staff. Maintain current and accurate manuals. Coordinate the availability and use of program data with partnering agencies and contract service providers. Provide information and response requests from within the agency and from outside groups on agency programs, services, and results. Make public presentations of research findings and other analytic and evaluative studies. Facilitate the development and submission of continuous improvement and corrective action plans, as well as the implementation of these plans.

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:

N/A

Acknowledgment 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