

FRANKLIN COUNTY AUDITOR'S OFFICE

An Equal Opportunity Employer

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PCN 210082

POSITION DESCRIPTION

Position Title: Community Outreach Coordinator

Pay Grade: 5 **Starting Salary:** \$49,004.80

Dept./Div.: External Engagement

Employment Status: Full-time

Reports to: Director of Community Outreach

FLSA Status: Exempt

Civil Service Status: Unclassified – R.C. 124.11 (A) (9)

EEO Status: 01- Officials & Administrators

CLASS DESCRIPTION:

Under administrative direction of the Director of Community Outreach, the Community Outreach Coordinator is responsible for reaching out to the community on behalf of the Franklin County Auditor; liaises with community leaders; schedules and participates in public speaking engagements and events to provide information to the public about the functions and services provided by the Franklin County Auditor's office; organizes Auditor's office presence at large community events such as fairs and festivals; in coordination with Community Engagement leadership, develops strategies to best educate the public on ongoing and special projects of the Franklin County Auditor; tracks contacts, meetings and events; conducts community outreach and distributes Franklin County Auditor published materials to educate the public about the duties and responsibilities of the Office; responds to questions from the public; travels throughout Franklin County.

QUALIFICATIONS: An example of acceptable qualifications:

Bachelor's degree or equivalent experience that reflects requisite knowledge and skills; one (1) or more years of related work and/or structured volunteer experience directly related to community outreach, communications, organizing, education/training; or a combination of training, education or experience which provides the desired knowledge, skills and abilities to perform the essential functions of the position.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Valid Ohio Driver License

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive:

Personal computer, computer software (e.g. Microsoft Office, Internet Explorer, and other applicable computer software); printer, copy machine, phone, fax machine, other standard modern office equipment.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); works in or around crowds; has contact with potentially violent or emotionally distraught persons; this is considered sedentary work and the employee must demonstrate the ability to perform the physical demands required of the position in accordance with the U.S. Department of Labor's physical demands strength ratings.

In cases of emergency, unpredictable situations, and/or department needs, this position may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

50% (1) Engages in direct outreach through both initiated and invited contact with local community groups, government entities, stakeholder individuals and groups.

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- (2) Attends or presents at meetings or events of various sizes within the community on behalf of, or in conjunction with, the Auditor.
- (3) Arranges for recognition of citizens or groups who support the work of the office.
- (4) Creates documentation related to community outreach activities.
- 15% (5) Coordinates presence of the Franklin County Auditor's office at appropriate fairs, festivals and other community events.
- 15% (6) Learns and reviews existing function of the Auditor's office to be better able to support community outreach and constituent casework through developing effective education strategies.
- 10% (7) Supports the public facing work of other Franklin County Auditor's office departments through cross-training and assistance with events outside of the office.
- 5% (8) Attends meetings and serves on committees as directed; attends training and seminars as directed.
- (9) Maintains required licensures and certifications, if any.
- (10) Meets all job safety requirements and all applicable safety standards that pertain to essential functions.
- (11) Demonstrates regular and predictable attendance including meetings and events outside of traditional business hours.

OTHER DUTIES AND RESPONSIBILITIES:

- 5% (12) Performs other related duties as assigned.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*Indicates developed after employment)

Knowledge of: *County, Auditor, and Department goals and objectives; *County, Auditor, and Department policies and procedures; *personnel rules and regulations; government structure and process; office practices and procedures; *Ohio Revised Code (applicable Auditor's duties); office management; public relations; media relations; community resources and services; marketing; computer software.

Skill in: computer operation; use of modern office equipment; operation of data processing equipment.

Ability to: develop and maintain effective working relationships; perform job safely; interpret a variety of instructions in written, oral, picture, or schedule form; exercise independent judgment and discretion; add, subtract, multiply, and divide whole numbers; calculate fractions, decimals, and percentages; define problems, collect data, establish facts and draw valid conclusions; maintain accurate records; prepare accurate and concise reports; sorts items into categories according to established methods; communicate effectively in oral and written

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form; maintain confidentiality; resolve complaints from angry citizens; travel to and gain access to worksite; respond to routine inquiries from public and/or officials; prepare and deliver speeches and presentations; write and/or edit documents for publication.

POSITION DIRECTLY SUPERVISED:

None.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent.
