

MUNICIPALITY OF GROVEPORT

An Equal Opportunity Employer
POSITION DESCRIPTION

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Employee Name:		Position Title: Assistant Administrator/Development Director
Class Number: 66111	Class Title:	Assistant Administrator
Dept./Div.: Administration	Employment Status:	Full-time
Reports to: Administrator	FLSA Status; Pay:	Exempt
Normal Hours: Varies	EEO Status:	01 – Official Administrator
DOT (closest applicable number): 188.117-114 (Asst.)		

QUALIFICATIONS: An example of acceptable qualifications:

Completion of secondary education; bachelor's degree in public management or related field; five (5) years work experience in public sector management or related field; or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess a valid Ohio driver's license and maintain insurability under the Municipality's vehicle insurance policy.

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

Automobile, cellular phone, personal computer, computer software, printer, copy machine, fax machine, and other standard business 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; occasionally lifts objects 25 lbs or less; occasionally carries objects 25 lbs or less; occasionally pushes objects 25 lbs or less; occasionally pulls objects 25 lbs or less.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered sedentary work.

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

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

- 30% (1) Acts as the Municipality's development strategist and provides assistance in the development of short and long-term economic and community development plans, as well as the gathering of information and preparation of studies, reports, and recommendations to achieve such goals; promotes retention and expansion of industry and commerce within the Municipality; develops and maintains a cooperative working relationship with existing businesses and governmental officials; develops marketing campaigns to educate businesses; institutes small business development activities; identifies existing businesses' retention and expansion needs and utilizes available resources to address those needs; issues correspondence as necessary.

Developed by:

Date Adopted:

Clemans, Nelson & Associates, Inc.

Date Revised:

Dublin, Ohio 43016

{2/3/2012 PDGRPVI 00099013.DOCX }

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- 30% (2) Stays abreast of legislation and economic development incentive programs; researches, implements, and administers all incentive programs, grants, loans, and other assistance necessary to attract or retain jobs and encourage economic development in or around the Municipality, implements policies and plans to aid business and government entities in developing solutions to economic problems, and administers and coordinates revenue bond projects; administers Community Reinvestment Area Program; coordinates major projects related to the same; promotes the proper use of land and zoning to develop projects within the Municipality, and promotes commercial and downtown development.
- 10% (3) Attends various meetings (e.g., Council, committee meetings, ceremonial meetings, planning meetings, and other outside functions); conducts research for Council relating to requested information of economic and infrastructure development; prepares and presents reports/presentations; meets with personnel to provide information regarding changes and receive information necessary for development projects; answers inquiries from the public.
- 10% (4) Directs Municipality public relations with respect to economic development; attends and delivers speeches at various professional association conferences, seminars, meetings, and at various community service and civic association meetings; consults with public and private authorities to enhance Municipality economic development; stimulates, promotes, and coordinates redevelopment within the Municipality.
- 10% (5) In the absence of the Administrator, performs all Administrator's duties, including directing applicable departments; assists with the supervision of all Municipal Departments; serves as liaison to department heads and public.
- 5% (6) Develops and recommends department annual budget; monitors budget; and requests purchase orders for supplies, equipment, programs and advertising.
- 5% (6) Maintains contact with attorneys, developers, bankers, business owners, engineers, vendors, contractors, the general public, and various government agencies/officials in order to obtain or disseminate information related to the essential position functions.
- (7) Maintains required licensures and certification.
- (8) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
- (9) Demonstrates regular and predictable attendance.

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OTHER DUTIES AND RESPONSIBILITIES:

(10) Performs other related duties as assigned.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*indicates developed after employment)

Knowledge of: budgeting; government grants programs; economic development; local and state zoning/building codes; *municipal goals and objectives; *municipal policies and procedures; government structure and process; workplace safety practices and procedures; *personnel rules; municipal laws and/or regulations; public relations; media relations; community resources and services; office practices and procedures; records management; supervisory principles and practices; manpower planning; office management; public administration; project management; *local geographical area.

Skill in: computer operation; use of modern office equipment; motor vehicle operation; computer software.

Ability to: interpret a variety of instructions in written, oral, picture, or schedule form; deal with problems involving several variables within familiar context; deal with many variables and determine specific action; apply management principles to solve agency problems; define problems, collect data, establish facts, and draw valid conclusions; exercise independent judgment and discretion; understand, interpret, and apply zoning/building codes; select most qualified applicant according to specifications for referral; complete routine forms; prepare accurate documentation; compile and prepare reports; use proper research methods to gather data; respond to routine inquiries from public and/or officials; prepare and deliver speeches and presentations; conduct effective interviews; communicate effectively; train or instruct others; understand a variety of written and/or verbal communications; maintain records according to established procedures; answer routine telephone inquiries; handle sensitive inquiries from and contacts with officials and general public; develop and maintain effective working relationships; resolve complaints; travel to and gain access to work site.

POSITIONS DIRECTLY SUPERVISED:

Assists Administrator with Supervision of applicable departments.

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(Signature of Municipality Representative)

(Date)

(Signature of Employee)

(Date)