


JC 8/11/2021

<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID AIR		
DIVISION OR INSTITUTION Ohio Air Quality Development Authority	UNIT OR OFFICE	COUNTY OF EMPLOYMENT Franklin		
<i>This row is for Information Technology classifications ONLY</i>	PRIMARY TECHNOLOGY (IT ONLY)	SECONDARY TECHNOLOGY (IT ONLY)		
<i>This row is for Program Administrators &amp; Project Managers ONLY</i>	Identify Program or Project	Estimated Duration of Project		
<b>POSITION NUMBER</b> 20070701  <b>JOB TITLE</b> Administrative Staff  <b>JOB CODE</b> 99580	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update	Position Hyperlinked to	<input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION Program Coordinator	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20070699 Administrative Staff/ Manager of Planning & Projects		
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input type="checkbox"/> Classified <input checked="" type="checkbox"/> Unclassified	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt	Bargaining Unit 99 Page 1 of 1
		If FLSA Exempt, exemption type: Administrative		
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 AM      TO: 5:00 PM			
	<b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>			
	%	Job Duties in Order of Importance		Knowledge, Skills & Abilities
	90	Provides program support to the Clean Air Resource Center (CARC) Small Business Assistance Program, Clean Air Improvement Program (CAIP) and Solar Generation Fund Program (SGF): manages assigned programs or projects for evaluation as well as utilize appropriate data sources (industry, program and project information and data, & other internal and external sources) to provide statistical analysis of program data, results and impact; recommends insights on agency goals & objectives; applies analytical information and results to identify and address program needs; applies statistical analysis & visualization techniques to identify data trends & relationships; utilizes analytics techniques (e.g. regression, correlation, cluster analysis, classification, data mining, data visualization) to discover, confirm and document program outcomes; coordinates with technical business subject matter experts; provides guidance regarding interpretation (e.g. program effectiveness, measurement and reporting performance metrics); presents summary findings; establishes best practices; manages and reviews annual reports; conducts programmatic meetings with supervisor and Fiscal Officer to ensure implementation & attainment of program goals & objectives and adherence to CAIP Guidelines and SGF policies; remains current with relevant industry innovations and industry direction.		Knowledge of (1) budgeting, (11a) public relations, (13b) agency policies & procedures (e.g., Ohio Air Quality Development Authority policies/procedures)*, (14) government structure & process (e.g., Ohio Revised Code 3706)*; Skills in (25b) word processing (e.g., Microsoft Office Suite), (29) equipment operations (e.g., computer, multi-line phone, fax, printer & scanner); Ability to (30) define problems, collect data, establish facts & draw valid conclusions, (31h) use statistical analysis, (32r) prepare meaningful, concise & accurate reports, (34b) work alone on most tasks.
10	Performs additional duties as assigned by Executive Director.		Knowledge of 13b*, 14*; Skills in 25b, 29; Ability to 30l, 32r, 34b	
	Unclassified pursuant to Section 3706.04 of the Ohio Revised Code.		*Developed after employment.	
List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 8/10/21	