

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
Administrative Support

UNIT OR OFFICE
Office of the Director

POSITION NUMBER
20005393 (2.0)

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Assistant Director

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20005392 (1.0) Director

NORMAL WORKING HOURS (Explain unusual or rotating shift)
8:00 a.m. - 5:00 p.m.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
35	<p>Acts as Assistant Director of Department of Administrative Services (DAS); provides oversight of assigned division operations & works with Director to formulate & implement programs for divisions (e.g., Administrative Support, Equal Opportunity, General Services, Human Resources, & Office of Collective Bargaining); works with Deputy Directors to implement agency & division goals; acts as liaison between Director & Deputy Directors; supervises Deputy Directors of assigned divisions & agency policy & departmental administrative staff.</p>	<p>Knowledge of (1) budgeting; (2) Ohio Revised Code & Ohio Administrative code*; (3) government structure & process*; (4) personnel, project & business management; (5) supervisory techniques & practices.</p> <p>Skill in (6) operation of a personal computer & associated hardware & software. Ability to (7) manage senior level staff; (8) coherently & professionally communicate ideas to diverse groups; (9) originate meaningful & accurate documents involving complex subject matter; (10) evaluate multiple variables & determine specific course of action; (11) foster environment of morale & cooperation.</p>
30	<p>Manages public relations/legislative functions for agency: acts as public relations/legislative liaison by responding to state & federal legislator's requests for information relative to DAS' functions & corresponding laws/rules; independently responds to complaints/questions posed by legislators' constituents; responds to inquiries, complaints & informational requests from state employees, general public & special interest groups. Monitors introduction, status & final disposition of legislation introduced before state & federal legislatures which may impact operations of agency (e.g., obtains roster & copies of all legislation introduced & reviews for content to identify division that may be impacted; contacts affected Deputy Director to apprise of proposed language & to obtain written &/or verbal impact; prepares summary of proposed legislation including pros & cons if implemented for Director &/or legal counsel's review). Works cooperatively with legal counsel & managerial personnel in order to draft & introduce legislation that would result in agency operating more efficiently (e.g., identifies statutes that need to be revised or legislation to be introduced to give agency more flexibility or Director additional authority). Prepares legislative testimony for agency or testifies on behalf of DAS.</p>	<p>Knowledge of 2, 3, (12) legislative process; (13) legislative law; (14) public relations.</p> <p>Skill in 6.</p> <p>Ability to 7, 8, 9, 10, 11, (15) use proper research methods in gathering data; (16) understand & interpret legal documents.</p> <p>*developed after employment.</p>

JOB CODE TITLE
Assistant Director 4

JOB CODE
61214

- List Position Numbers and Job Titles of Positions Directly Supervised:
- 20005409 Deputy Director 4
 - 20005453 Data Systems Administrator
 - 20005412 HCM Administrator 2
 - 20005426 Fiscal Officer 4
 - 20005981 Deputy Director 5
 - 20005495 Deputy Director 6
 - 20005812 Deputy Director 6
 - 20006543 Deputy Director 5
 - 20005400 Executive Secretary

SIGNATURE OF AGENCY REPRESENTATIVE

1 Logan Quill

DATE

12/24/07

APD 12/24/07

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Page 2 of 2

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%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
25	Assumes full responsibility on project-by-project basis for programs initiated by Director; represents/acts for Director in matters of program development & operation for specifically designated programs (e.g., impacting one or more divisions of DAS, agency as a whole &/or any other jurisdiction/customer DAS serves); coordinates & manages statewide decentralization of Governor's State Team/Employee of the Month program; monitors & assists all divisions with customer service initiatives. Oversees & coordinates investigations & requests for assistance (e.g., from Inspector General & Highway Patrol) on behalf of Director.	Knowledge of 1, 2*, 3*, 4, 13 Skill in 6. Ability to 7, 8, 9, 10, 11, 15, 16.
10	Conducts research of data-gathering & evaluative nature: searches technical or special program data to prepare documentation &/or reports or to perform analysis, assessment or evaluation; makes recommendations to Director on basis of conclusions or research results.	Knowledge of 1, 2*, 3*, 4, 13 Skill in 6. Ability to 7, 8, 9, 15, 16.

Position is in unclassified service per Section 124.11(A)(9) of Ohio Revised Code; is overtime exempt; and assigned as essential.

*developed after employment

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 20005453 Data Systems Administrator 20005812 Deputy Director 6
 20005412 HCM Administrator 2 20006543 Deputy Director 5
 20005426 Fiscal Officer 4 20005400 Executive Secretary
 20005981 Deputy Director 5

SIGNATURE OF AGENCY REPRESENTATIVE

W. Hugh Quill

DATE

12/29/07

APD 12/29/07