POSITION DESCRIPTION

AGENCY/DEPT ID	
Department of Administrative Services/ DAS101000	

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Administrative Support	Office of Director	Franklin

POSITION NUMBER 20005393

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Chief of Performance & Results	SEE TABLE OF ORGANIZATION

☒ Permanent ☐ Temporary ☐ Intermittent	☐ Classified ☒ Unclassified ☒ Essential	Overtime: ☐ Eligible ☒ Exempt If FLSA Exempt, exemption type: Executive	Bargaining Unit 22 PR – 47 Page 1 of 2

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

JOB CODE TITLE Assistant Director 4

JOB CODE 61214

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
45	Acts as Assistant Director of Department of Administrative Services (DAS): provides oversight of assigned division operations & works with Director to formulate & implement programs for General Services Division & Lean Ohio office; works with Deputy Directors to implement agency, division & office goals; acts as liaison between Director & Deputy Directors; supervises Deputy Directors of assigned division.	Knowledge of (1) business administration/management science/public administration; (2) budgeting; (3) program/project management; (4) federal & state legislative processes; (5) federal, state & agency laws, rules & regulations relating to DAS*; (6) public relations concepts & practices; (7) agency specific resources available to research inquiries*; (8) management/supervision (9) employee training & development. Skill in (10) operation of personal computer & associated hardware/software (e.g., Microsoft Office Suite) & use of Internet); (11) dealing with high-level government officials. Ability to (12) manage senior level staff; (13) read & comprehend legal documents; (14) understand government funding processes; (15) coherently & professionally communicate ideas to diverse groups; (16) analyze, write & edit legislation, position papers & other materials for publication; (17) evaluate multiple variables & determine specific course of action; (18) use proper research methods in gathering data; (19) establish friendly atmosphere as performance & results chief.
25	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	Knowledge of 1, 2, 3, 4, 5*, 6, 7*, 8, 9 Skill in 10, 11 Ability to 12, 13, 14, 15, 16, 17, 18, 19 *developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
SEE TABLE OF ORGANIZATION	[signature]	5-1-14

appl 5-1-14

POSITION DESCRIPTION

AGENCY/DEPT ID		
Department of Administrative Services/ DAS101000		
DIVISION OR INSTITUTION Administrative Support	UNIT OR OFFICE Office of Director	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005393

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Chief of Performance & Results	SEE TABLE OF ORGANIZATION

☒ Permanent ☐ Temporary ☐ Intermittent	☐ Classified ☒ Unclassified ☒ Essential	Overtime: ☐ Eligible ☒ Exempt If FLSA Exempt, exemption type: Executive	Bargaining Unit 22 PR – 47 Page 2 of 2

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

JOB CODE TITLE
Assistant Director 4

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
	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.	
20	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, 5*, 6, 7*, 8, 9 Skill in 10, 11 Ability to 12, 13, 14, 15, 16, 17, 18
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, 5*, 6, 7* Skill in 10, 11 Ability to 13, 14, 15, 17, 18, (20) prepare meaningful, concise & accurate reports.
	This position is in unclassified service per section 124.11(A)(9) of Ohio Revised Code.	*developed after employment

JOB CODE 61214

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
SEE TABLE OF ORGANIZATION	[signature]	5-1-14

appd 5-1-14 al