

<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID Department of Administrative Services DAS101200
DIVISION OR INSTITUTION Administrative Support	UNIT OR OFFICE Office of Communications	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005411	<input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree
	USUAL WORKING TITLE OF POSITION Communications Consultant	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR SEE TABLE OF ORGANIZATION	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input type="checkbox"/> Essential	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type:

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

**JOB DESCRIPTION AND WORKER CHARACTERISTICS**

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
55	Serves as Department of Administrative Services (DAS) Communications Officer by planning & directing the oversight of all written & electronic forms of communication directed to DAS employees; contributes to the writing and communications of policies & procedures to ensure agency publications are appropriate, timely, & effective; uses marketing techniques (e.g., focus groups, usability studies, surveys) to evaluate effectiveness of agency publications and recommends necessary improvements; works with division managers & staff to create materials for distribution to state employees and DAS audiences (e.g., state employees, state agencies, DAS employees & general public); designs, writes & edits materials (e.g. instructional materials, manuals, public relations materials, newsletters & brochures) and develops marketing strategies to target specific audiences; writes and posts announcements for state employees via myohio.gov and other distributions such as list serves. Attends communications-related planning meetings; attends seminars/classes as needed to maintain knowledge of latest electronic & technological changes in publication software; oversees planning & design of marketing campaigns aimed at state employees who participate in state benefits programs. Serves as consultant and planner for agency operational change-management communications needs. Conducts research for agency internal and external communications needs as assigned.	Knowledge of (1) business administration; (2) agency & state government policies & procedures*; (3) operations research techniques; (4) public relations; (5) English composition & grammar. Skill in (6) operation of personal computer & associated hardware/software (e.g., Photoshop, Illustrator, PageMaker, Freehand, Flash, Dreamweaver, MS Word & Excel); (7) graphics creation, page layout & web site design. Ability to (8) deal with many variables & determine specific course of action; (9) use proper research methods in gathering data; (10) gather, collate & classify information about data, people or things; (11) draft & edit administrative policies, procedures, informational booklets & directives.
25	Serves as a Communications Consultant: routinely checks in with the division deputy directors or program administrators to offer communications solutions to enhance their business or solve problems. Responsible for editing and review of work products of communications colleagues to ensure accuracy, clarity, readability, compliance with agency brand, and editorial style.	Knowledge of 1, 2*, 3, 4, 5. Skill in 6, 7. Ability to 8, 9, 10, 11.
20	Serves as agency editor for a wide variety of electronic and print communications materials. Responsible for generating editorial content recommendations for agency communications. Editing final copy agency electronic and print publications and upholding the standards set for the agency by the deputy director of communications.	Knowledge of 1, 2*, 3, 4, 5. Skill in 6, 7. Ability to 8, 9, 10, 11.

\*Developed after employment.

JOB CODE 64421	List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
		<i>Beth Gampouras</i>	10-24-13