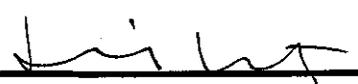


POSITION DESCRIPTION		AGENCY/DEPT ID Department of Administrative Services Das102350
DIVISION OR INSTITUTION Administrative Support	UNIT OR OFFICE Central Service Agency	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005445 JOB CODE TITLE Administrative Officer 3 JOB CODE APD 1-15-13 UAC 63133	<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		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 type="checkbox"/> Classified <input checked="" type="checkbox"/> Unclassified <input type="checkbox"/> Essential	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit 22 PR 15 Page 1 of 1
	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		
40	Plans, directs and coordinates all fiscal and human resources/personnel functions of the Central Service Agency in the performance of routine support services for various boards and commissions. Provides guidance related to complex issues of accounting, state regulations and requirements. Supervises CSA staff; provides guidance and direction in regard to performance in processing disbursement documents, encumbrance documents, personnel and payroll documents; approves leave and evaluates performance.	Knowledge of (1) budgeting; (2) accounting practices; (3) office practices and procedures; (4) agency practices and procedures;* (5) applicable Ohio Revised Code and Administrative Rules; * (6) DAS personnel policies and procedures;* (7) supervision. Skill in (8) use of personal computer and related software (e.g. MS Word, Excel, Ohio Administrative Knowledge System (OAKS FIN & HCM*); Cognos Business Intelligence (BI)*. Ability to (9) manage complex budgeting and accounting tasks; (10) handle confidential information; (11) respond to internal and external inquiries and reporting requirements; (12) deal with multiple projects simultaneously.		
30	Acts as liaison among various boards/commissions' executive directors and the governor's office and DAS regarding payroll, benefits, personnel matters, collective bargaining issues and technical support for posting positions in the Ohio Hiring Management System.	Knowledge of 1, 2, 4*, 5*, 6*. Skill 8*. Ability to 9, 10, 11, 12.		
20	In consultation with the various boards and commissions, designs, prepares and monitors boards' and commissions' budgets, allotment plans, financial reports, and other fiscal operations. Recommends and adjusts budget plans as needed. Provides assistance and guidance to boards and commissions concerning design and development of new fiscal programs. Acts as a liaison between boards and commissions and the Office of Budget and Management regarding budgets, allotment plans, financial reports, and other fiscal operations.	Knowledge of 6* Skill in 8* Ability to 9, (13) prepare meaningful, concise and accurate reports.		
10	Formulates and implements policies and procedures for improved operational and organizational processes and workflows. Prepares reports for internal monitoring and control of business operations.	Knowledge of 3, 4*, 6* Skill in 8* Ability to 10, 12.		
*Developed after employment.				
List Position Numbers & Job Titles of Positions Directly Supervised: SEE TABLE OF ORGANIZATION		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 1/8/13	