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| POSITION DESCRIPTION | | AGENCY/DEPT ID Department of Administrative Services DAS301610 |
| DIVISION OR INSTITUTION Human Resources | UNIT OR OFFICE Learning & Professional Development | COUNTY OF EMPLOYMENT Franklin |

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| POSITION NUMBER 20005924 | <input 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 Training Administrator | | POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005812 Deputy Director | |
| | <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 If FLSA Exempt, exemption type: | Bargaining Unit |
| NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m. TO: 5:00 p.m. | | | | |

| JOB DESCRIPTION AND WORKER CHARACTERISTICS | | |
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| % | Job Duties in Order of Importance | Knowledge, Skills & Abilities |
| 30 | Responsible for annual LPD budget; accountable for actions of staff in receipt & expenditure of state funds; oversees contract administration by program managers; attends Controlling Board meetings; prepares & defends budget requests for section; determines funding & staffing required for effective administration of programs; proposes & justifies new staff & budget requests; ensures that program managers measure impact of educational programs on individuals, agencies, state government & citizens of Ohio; reports outcomes achieved to Deputy Director. | Knowledge of 1, 2, 4, 5, 6, 7, 8*, (20) program evaluation. Skill in 9. Ability to 11, 12, 14, 15, 16, 17, 18. |
| 25 | Ensures program support of DAS Learning & Professional Development initiatives: reviews program manager's assessments of customer requirements & ensures they maintain on-going contact with customers; supports establishment or maintenance of appropriate stakeholder groups (e.g., Exempt Professional Development Program Advisory Board, HRA Advisory Board, Urban & Rural University partnerships, Enterprise of Ohio Colleges); serves on OCPM Advisory Board & executive committee; oversees marketing strategies of promoting & increasing program utilization; performs other duties as required. | Knowledge of 2, 7, 8*, (21) marketing, (22) adult learning theory (23) adult education. Skill in 9. Ability to 11, 14, 16, 17, 18, (24) communicate ideas effectively. |

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| JOB CODE 64657 | JOB TITLE Training Academy Program Director | App'd 2/6/12 BSMC | List Position Numbers & Job Titles of Positions Directly Supervised: : Training Prog Mgr: 20005937, 20005928, 20005930; 20005934; 20005931; Program Admin 2: 20005932 | SIGNATURE OF AGENCY REPRESENTATIVE | DATE |
| | | | |  | 2/6/12 |