



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

POSITION NUMBER 20005924           JOB TITLE Training Academy Program Director           JOB CODE 64657	<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 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  Page 2 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m. TO: 5:00 p.m.			
	<b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>			
	%	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.	
			*developed after employment	
	List Position Numbers & Job Titles of Positions Directly Supervised: : Training Prog Mgr: 20005936; 20005937, 20005928, 20005929; 20005930; 20005934; Management Anal Supv 2: 20005931; Office Asst 2: 20005926; Admin Asst 3: 20005932		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 6/28/10