

100200R

POSITION DESCRIPTION	OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES	AGENCY	Administrative Services
	HUMAN RESOURCES	DIVISION	Human Resources
		UNIT OR OFFICE	Training & Development

<input checked="" type="checkbox"/> State Agency	<input type="checkbox"/> County Agency	<input type="checkbox"/> New	<input checked="" type="checkbox"/> Change	County of Employment Franklin
USUAL WORKING TITLE OF POSITION Administrative Resources Manager		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 26000.0 Human Resources Manager 3		
NORMAL WORKING HOURS (Explain unusual or rotating shift) From: 8:00 am To: 5:00 pm				Page 1 of 2

POSITION NUMBER
026108.0

CLASS TITLE
Administrative Assistant 3
11/6/00

CLASS NUMBER
63123

JOB DESCRIPTION AND WORKER CHARACTERISTICS		
%	JOB DUTIES IN ORDER OF IMPORTANCE	Minimum Acceptable Characteristics
60	Under administrative direction, relieves Section Administrator and Program Managers of variety of difficult administrative duties: formulates policies and procedures and implements administrative procedures for training programs (i.e., independently writes and oversees development of program procedural materials, participant handbooks and marketing materials for Certified Public Manager Program, Human Resources University, and other programs as required); acts as liaison between administrator and staff [e.g. transmits decisions and directives; monitors progress on time sensitive and special projects]; and provides advice to aid section administrator and program managers in decision making [e.g., creates and monitors databases, gathers and analyzes data for evaluation and tracking of program information and statistical reports for program effectiveness]; provides technical assistance [e.g. researches and implements new technological enhancements to improve and maintain programs (i.e. create and maintain section and program web sites)]. Provides administrative supervision of lower level administrative and clerical staff including supervising assignments, approving staff schedules, performance evaluations, task coordination and training. Coordinates personnel functions: prepares position descriptions and other personnel documents, and track personnel actions. Interviews, hires and counsels employees. Develops unit work policies and manual that does not contravene Human Resources Division work rules.	Knowledge of: 1, 5, 7, 8a, 9b, 11b, 12, 13b*, 16, 22 (PC - software) Skill in: 25b, 29 (computer, copier, fax), 30l, 30n, 31f, 32p, 32r, 32s, 32t, 32u, 32v, 32x,
30	Manages business functions of the Administrator's office and the Training and Development unit: Monitors fiscal processing, budget procedures, contracts, authorizes expenditures and state payment card under direction of Section Administrator. Oversees control of resources inventory and records retention.	Knowledge of: 5, 8, 9b, 11a, 11b, 12, 13b, 14, 16, 22 (PC - software and systems) Skill in: 25b, 29 (computer, copier, fax), 30l, 30m, 32i, 32q, 32r, 34c, 34d, 34f

List Position Numbers and Class Titles of positions directly supervised. # 26002.0 Administrative Assistant 1 # 26004.0 Office Assistant 2 # 26106.0 Office Assistant 2	SIGNATURE OF AGENCY REPRESENTATIVE <i>Charles L. Mullen</i>	DATE 10/31/00
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USUAL WORKING TITLE OF POSITION Administrative Resources Manager		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 26000.0 Human Resources Manager 3		
NORMAL WORKING HOURS (Explain unusual or rotating shift) From: 8:00 am To: 5:00 pm				Page 2 of 2

POSITION NUMBER
026108.0

CLASS TITLE *Copy Error*
Administrative Assistant 3 11/14/09

CLASS NUMBER
63123

JOB DESCRIPTION AND WORKER CHARACTERISTICS		
%	JOB DUTIES IN ORDER OF IMPORTANCE	Minimum Acceptable Characteristics
10	Performs public relations duties, oversees development of program publications, supervises arrangements of meetings, seminars, conferences and preparation of agendas, participant notifications & other documents; researches and responds to questions and requests. Writes reports and responds to public inquiries.	Knowledge of: 5, 11a, 11b, 13b Skill in: 25b, 29 (computer, copier, fax), 30f, 30h, 30i, 30j 32l,

List Position Numbers and Class Titles of positions directly supervised.	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
# 26002.0 Administrative Assistant 1		
# 26004.0 Office Assistant 2		
# 26106.0 Office Assistant 2		