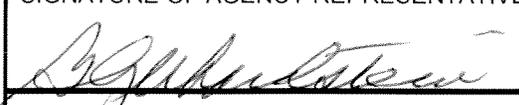


POSITION DESCRIPTION		AGENCY/DEPT ID Department of Administrative Services DAS301610
DIVISION OR INSTITUTION Human Resources Division	UNIT OR OFFICE Office of Learning & Professional Dev.	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005932 JOB TITLE Program Administrator 2 JOB CODE 63123 App'd 2/6/12 Bmo	<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: Program Administrator 2 POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: 20005924 Training Academy Program Director		
	<input checked="" type="checkbox"/> Permanent <input checked="" type="checkbox"/> Classified Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt Bargaining Unit <input type="checkbox"/> Temporary <input type="checkbox"/> Unclassified If FLSA Exempt, exemption type: _____ <input type="checkbox"/> Intermittent		
	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
	50	Relieves administrator of variety of difficult administrative tasks in the Office of Learning & Development Administrator (OLPD) for the Learning Resource Center; works with internal & external partners to develop, direct & oversee various learning resources(i.e. written training materials, course curriculum, audio/visual materials; equipment; software, course listings; facilitator lists; vendors; & outside resources) for use by state agencies in providing learning opportunities for staff; formulates & implements policies & procedures for Learning Resource Center; determines program budget requirements & monitors expenditures; prepares requests for proposals & recommends awards; approves vendor invoices; serves as consultant to assist customer agencies with selection/use of all available learning resources; conducts research; oversees & administers written & online assessment & surveys; independently writes & oversees development of program materials; acts as liaison between administrator & staff (e.g. transmits decisions & directives; monitors progress on time sensitive & special projects); responds to programmatic issues & needs of the LPD administrator & other program managers in decision making & program direction; assists program managers with accreditation/reaccreditation processes; manages online registration system & assists with learning management system activities; manages & creates databases, gathers & analyzes data for evaluation & tracking of program information & statistical reports; develops informational presentations & strategies to promote use of Learning Resource Center; supervises lower level administrative &/or clerical staff.	Knowledge of: (1) office practices & procedures, (2) agency policies & procedures;* (3) workforce planning, (4) employee training & development, (5) human relations, (6) government structure & processes*, (7) supervision techniques & principles, (8) management, (9) human resources, (10) public relations, (11) budgeting procedures. Skill in: (12) operation of a personal computer & associated hardware/software (e.g., MS Word, Excel, Access.) Ability to: (13) define problems; collect data; establish facts & draw valid conclusions, (14) use proper research methods in gathering data, (15) proof-read technical materials, recognize errors & make corrections, (16) prepares meaningful, concise & accurate reports, (17) maintain accurate records, (18) cooperate with co-workers on group projects, (19) deal with problems involving several variables in familiar context, (20) apply principles to solve practical, everyday problems, (21) answers routine phone calls. *developed after employment
	List Position Numbers & Job Titles of Positions Directly Supervised: 20005940, 20005962, 20005942: Administrative Professional 2		SIGNATURE OF AGENCY REPRESENTATIVE 
			DATE 2/6/12

