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| POSITION DESCRIPTION | | AGENCY/DEPT ID DAS505560 |
| DIVISION OR INSTITUTION Office of Information Technology | UNIT OR OFFICE ISD/MARCS | COUNTY OF EMPLOYMENT Franklin |

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|---|---|---|---|------------------------------------|
| POSITION NUMBER 20006360 JOB CODE TITLE Program Administrator 2 JOB CODE 63123 | <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 20006369 Program Administrator 3 | |
| | <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent | <input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input type="checkbox"/> Essential | Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type: | Bargaining Unit Page 1 of 2 |
| | NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 am TO: 5:00 pm | | | |
| | JOB DESCRIPTION AND WORKER CHARACTERISTICS | | | |
| % | Job Duties in Order of Importance | Knowledge, Skills & Abilities | | |
| 45 | Assists in program direction by relieving manager of a variety of difficult administrative duties: develops & implements policies & procedures for key areas of program relative to user access, training, towers, & system key usage; manages business functions within the Multi-Agency Radio Communications System (MARCS) Office (e.g., prepares purchase requests, budget documents, maintenance, & confidential documentation & presentations; develops & implements training programs, screens calls & schedules appointments); answers inquiries regarding policies & procedures; responds verbally & in writing on behalf of the Program Director (e.g., responds to programmatic issues/needs of staff, leads/monitors task forces); serves as liaison between manager & subordinates on programmatic related issues (e.g., staff concerns, system outages); transmits decisions & directives; represents manager at meetings & conferences; assumes responsibility & authority in manager's absence; monitors & maintains MARCS web site,; designs, develops & implements forms for use by MARCS customers (e.g., new customer forms, billing detail forms, equipment inventory forms, LEUO User Form); monitors internal processes & makes suggestions for improvement. | Knowledge of (1) business administration; (2) public relations; (3) office practices & procedures; (4) agency policies & procedures*; (5) government structure & process*; Skill in (6) operation of personal computer & associated hardware/software (e.g., MS Office); Ability to (7) define problems, collect data, establish facts, draw valid conclusions; (8) deal with many variables & determine specific action; (9) work alone on most tasks; | | |
| 45 | Designs, develops & implements electronic tracking system for monitoring & maintenance of the training program: monitors current training of staff (e.g., courses taken, courses pending & requested, funding available, billing & budget information, purchase order preparation, maintenance, tracking & in house training as needed); monitors phase two of design & development/implementation inclusion of billing processes & develops standardized method for registering new subscribers & cataloging documentation; serves as liaison to Business Office for external agencies to identify statewide mechanisms for user radio repair procedures, & ensure proper purchasing methods are used & to serve as the liaison & central processing agent for all MARCS equipment (e.g., assignment of radios, cellular & landline maintenance & tracking requests; Telecommunications Service Requests; checks equipment in & out); maintains logs on location & distribution of equipment, spare parts, life expectancy & reorder date; maintains data such as date of purchase, date salvaged, employee assigned to. | Knowledge of 1, 2, 3, 4*, 5*, Skill in 6 Ability to 7, 8, 9. *developed after employment | | |
| List Position Numbers & Job Titles of Positions Directly Supervised: | | SIGNATURE OF AGENCY REPRESENTATIVE | DATE | |
| | | <i>Paul Z...</i> | 12/15/11 | |

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| | <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent | <input type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input type="checkbox"/> Essential | Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type: |

NORMAL WORKING HOURS (Explain unusual or rotating shift):
 FROM: 8:00 am TO: 5:00 pm

JOB DESCRIPTION AND WORKER CHARACTERISTICS

| % | Job Duties in Order of Importance | Knowledge, Skills & Abilities |
|--|--|--|
| 10 | Performs other job-related duties as assigned: assumes duties of office manager during absences; travels to remote communications sites to perform various logistical functions; provides support for training programs. | Knowledge of 1, 2, 3, 4*, 5*, Skill in 6 Ability to 7, 8, 9. |
| Must submit to & pass personal background check. | | *developed after employment |

JOB CODE TITLE
 Program Administrator 2
 JOB CODE
 63123
 apd 12/9/11 *per*

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| List Position Numbers & Job Titles of Positions Directly Supervised: | SIGNATURE OF AGENCY REPRESENTATIVE <i>Dant Z</i> | DATE 12/15/11 |
|--|---|------------------|