

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
Office of Information Technology

UNIT OR OFFICE
SDD/MARCS

POSITION NUMBER
20006369

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Administrative Assistant 4

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20006380 Telecommunications Network Manager 1

NORMAL WORKING HOURS (Explain unusual or rotating shift)
8:00 a.m. - 5:00 p.m.

Page 1 of 2

JOB DESCRIPTION AND WORKER CHARACTERISTICS

| % | Job Duties in Order of Importance | Minimum Acceptable Characteristics |
|----|---|---|
| 50 | On behalf of Telecommunications Network Manager 1, manages ongoing duties incumbent with statewide Multi-Agency Radio Communications System, responsible for over 210 geographically dispersed radio tower sites (e.g., leasing, purchasing, maintenance, repair, replacement): ensures ongoing compliance with all local, state & federal regulations (e.g., FAA & FCC compliance); serves as program contact, coordinator & controller of contracted services ensuring 24/7 optimized performance of towers; oversees & directs work of internal MARCS tower monitoring, maintenance & repair staff; serves as liaison with Ohio Attorney General's Business Council section in ongoing lease, acquisition, & divestiture of both tower infrastructure & properties where towers reside; oversees MARCS Enterprise/Infrastructure Inventory, Inventory Control and Related Items; supervises support staff (e.g., approves leave, initiates discipline, evaluates performance). | Knowledge of (1) telecommunications network systems; (2) cellular-type tower construction, maintenance, repair & demolition; (3) management of industrial generator maintenance, repair & replacement; (4) supervision; (5) business management; (6) human relations; (7) agency policies & procedures*; (8) budgeting techniques, implementation, monitoring & close-out; (9) interpersonal communication techniques; (10) labor relations; Skill in (11) operation of personal computer & associated systems software (e.g., Microsoft Office Suite, MS Project *); Ability to (12) define problems, collect data, establish facts & draw valid conclusions; (13) comprehend variety of technical materials & manuals; (14) communicate in writing & orally regarding technical & non-technical matters, (15) ensure 24X7 response to system tower-related issues; (16) comprehend & record figures accurately. |
| 40 | Manages and insures effective implementation of statewide interoperability training for all levels of public safety first responders in all phase of interoperable communication concepts, technology background, and actual operations; oversees end user training for first responders; plans, coordinates and implements training for federally (FDHS) mandated Communications Unit Leader (COMM-L) training; serves as statewide liaison for the Ohio Statewide Interoperability Executive Committee (OSIEC) in all matters related to interoperability for first responder training; delivers training to senior executive level recipients as needed. | Knowledge of 1, 5, 6, 9 (17) public speaking, (18) National Incident Management System (NIMS) policies, procedures, rules & regulations*, (19) NIMS Communications Leader (COM-L) requirements & duties*; Skill in 11 *developed after employment |

JOB CODE TITLE
Administrative Assistant 4

Apr 9-8-08 CB

JOB CODE
63124

List Position Numbers & Titles of Positions Directly Supervised:

20006370 Executive Secretary 1
20006360 Administrative Assistant 3

SIGNATURE OF AGENCY REPRESENTATIVE



DATE

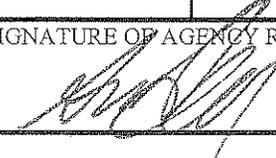
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|-------------------------------|--|---|
| <h1>POSITION DESCRIPTION</h1> | OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES | AGENCY Department of Administrative Services |
| | | DIVISION OR INSTITUTION Office of Information Technology |
| | | UNIT OR OFFICE SDD/MARCS |

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|-----------------------------|--|---|
| POSITION NUMBER 20006369 | <input checked="" type="checkbox"/> State Agency <input type="checkbox"/> County Agency <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Change | County of Employment Franklin |
| | USUAL WORKING TITLE OF POSITION Administrative Assistant 4 | POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20006380 Telecommunications Network Manager 1 |
| | NORMAL WORKING HOURS (Explain unusual or rotating shift) 8:00 a.m. - 5:00 p.m. | |

| JOB DESCRIPTION AND WORKER CHARACTERISTICS | | |
|--|--|--|
| % | Job Duties in Order of Importance | Minimum Acceptable Characteristics |
| 10 | Performs other related duties as assigned: assists in preparing & monitoring performance against budget; acts as backup for MARCS personnel issues; attends meetings on behalf of Data System Administrator &/or Telecommunications Network Manager 1 as assigned; reports to scenes of incidents requiring real-time interoperable communications for all responding agencies & personnel 24/7. | Ability to 12, 13, 14, (20) transfer NIMS Com-L knowledge to student trainers; (21) handle sensitive contacts with public & governmental officials; (22) prepare & deliver speeches before specialized audiences; (23) manage statewide training programs addressing specialized NIMS requirements; (24) oversee classroom trainers to ensure highly specialized COM-L & other NIMS-based training is properly transmitted to students. Knowledge of 5, 6, 7, 9 Skill in 11 Ability to 12, 13, 14, 16, 21 |

*developed after employment

| | | | |
|-------------------|---|--|-----------------|
| JOB CODE 63124 | List Position Numbers & Titles of Positions Directly Supervised: 20006370 Executive Secretary 1 20006360 Administrative Assistant 3 | SIGNATURE OF AGENCY REPRESENTATIVE  | DATE 8/18/09 |
|-------------------|---|--|-----------------|

App 9-8-08 CB