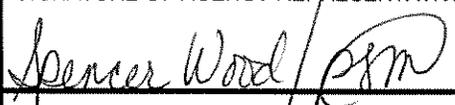


POSITION DESCRIPTION		AGENCY/DEPT ID DAS50000
DIVISION OR INSTITUTION Office of Information Technology	UNIT OR OFFICE ISD/MARCS	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006371	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree									
	USUAL WORKING TITLE OF POSITION Training & Operations Manager		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR See Table of Organization									
	<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 1								
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 am TO: 5:00 pm											
JOB DESCRIPTION AND WORKER CHARACTERISTICS												
<table border="1"> <thead> <tr> <th style="width: 5%;">%</th> <th style="width: 60%;">Job Duties in Order of Importance</th> <th style="width: 35%;">Knowledge, Skills & Abilities</th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;">60</td> <td> Formulates & implements program & policies for the Multi-Agency Radio Communications Systems (MARCS) statewide tower & radio training: plans, writes & implements training goals; serves as liaison between MARCS' user agencies & primary contractor; monitors primary contractor compliance to training requirements, milestones, development, delivery of training courses, training budget & expenditures; conducts statewide-user training; works closely with Department of Administrative Services (DAS) communications & legislative liaison staff to ensure timely, complete & accurate dissemination of program facts to all levels of government (e.g., state, county, township, municipality); researches & responds to requests for information, public records requests, & other inquiries; actively pursues additional subscriber base from all levels of state, local & federal government. </td> <td> Knowledge of (1) MARCS' radios & towers; (2) policy development; (3) supervision; (4) budgeting ; (5) training techniques; (6) agency policies & procedures*; (7) communications techniques; Skill in (8) operation of personal computer & associated software (e.g., MS Office); Ability to (9) define problems, collect data, establish facts & draw valid conclusions; (10) comprehend variety of technical materials & manuals; (11) communicate regarding technical & non-technical matters; (12) travel to statewide user facilities; (13) handle sensitive inquiries from & contacts with officials & general public; (14) deliver speeches before government officials, general public & end users; (15) comprehend & record figures accurately. </td> </tr> <tr> <td style="vertical-align: top;">40</td> <td> Acts for MARCS Administrator by responding to programmatic needs & issues of the office: analyzes, evaluates & updates MARCS policies & procedures; transmits decisions & directives; represents Administrator at meetings & conferences. </td> <td> Knowledge of 1, 2, 4, 5, 6, 7, (16) FAA & FCC compliance Skill in 8 Ability to 9, 10, 11, 12, 13, 14, 15 </td> </tr> </tbody> </table>				%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	60	Formulates & implements program & policies for the Multi-Agency Radio Communications Systems (MARCS) statewide tower & radio training: plans, writes & implements training goals; serves as liaison between MARCS' user agencies & primary contractor; monitors primary contractor compliance to training requirements, milestones, development, delivery of training courses, training budget & expenditures; conducts statewide-user training; works closely with Department of Administrative Services (DAS) communications & legislative liaison staff to ensure timely, complete & accurate dissemination of program facts to all levels of government (e.g., state, county, township, municipality); researches & responds to requests for information, public records requests, & other inquiries; actively pursues additional subscriber base from all levels of state, local & federal government.	Knowledge of (1) MARCS' radios & towers; (2) policy development; (3) supervision; (4) budgeting ; (5) training techniques; (6) agency policies & procedures*; (7) communications techniques; Skill in (8) operation of personal computer & associated software (e.g., MS Office); Ability to (9) define problems, collect data, establish facts & draw valid conclusions; (10) comprehend variety of technical materials & manuals; (11) communicate regarding technical & non-technical matters; (12) travel to statewide user facilities; (13) handle sensitive inquiries from & contacts with officials & general public; (14) deliver speeches before government officials, general public & end users; (15) comprehend & record figures accurately.	40	Acts for MARCS Administrator by responding to programmatic needs & issues of the office: analyzes, evaluates & updates MARCS policies & procedures; transmits decisions & directives; represents Administrator at meetings & conferences.	Knowledge of 1, 2, 4, 5, 6, 7, (16) FAA & FCC compliance Skill in 8 Ability to 9, 10, 11, 12, 13, 14, 15
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JOB CODE 63124	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE 									
		DATE 5/30/14										