

POSITION DESCRIPTION		AGENCY/DEPT ID DAS505580
DIVISION OR INSTITUTION Office of Information Technology	UNIT OR OFFICE ISD/MARCS	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006372	<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 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				
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
	35	Acts for Multi-Agency Radio Communications System (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; assumes responsibility & authority in administrator's absence.	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 tasks	
	45	Formulates & implements the MARCS statewide training program & policies; plans, writes & implements training goals; serves as program liaison between MARCS' user agencies & primary contractor; monitors primary contractor compliance to training requirements of the MARCS contract; identifies & coordinates facility requirements to conduct training classes; monitors milestones, development, & delivery of training courses; monitors training budget & expenditures; utilizes motor vehicle to travel statewide to deliver training to users.	Knowledge of 1, 2, 3, 4*, 5*, (10) training practices & procedures; (11) adult learning styles; (12) budgeting Skill in 6 Ability to 7, 8, 9, (13) maintain a valid driver's license.	
	20	Assists MARCS' Public Relations Manager: communicates decisions, directives & information to MARCS staff; advises administrative staff at other agencies & represents MARCS at meetings, seminars & conferences; assists in development of position papers, publications, handouts & correspondence; develops & coordinates public relations programs on behalf of administrator; furnishes information & explains programs to public, legislators & news media; writes position papers, grant proposals & reports; makes speeches & gives lectures; prepares news releases.	Knowledge of 1, 2, 3, 4*, 5*, (14) grant proposal research & writing; creating position papers & publications Skill in 6 Ability to 7, 8, 9 (15) deliver speeches before government officials & general public; (16) handle sensitive inquiries from & contacts with officials & general public; (17) resolve complaints from angry citizens & government officials.	
			*developed after employment	
JOB CODE 63123	JOB CODE TITLE Program Administrator 2		List Position Numbers & Job Titles of Positions Directly Supervised:	
		SIGNATURE OF AGENCY REPRESENTATIVE	DATE	
			6/14/12	

JOB CODE 63123
 JOB CODE TITLE Program Administrator 2
 Handwritten: *ap d 5/25/12 pfn*