

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Office of Information Technology

DIVISION OR INSTITUTION
Service Delivery Division

UNIT OR OFFICE
Unified Network - MARCS

POSITION NUMBER
20006383 (41662.0)

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
College Intern

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20006380 (41654.0) Telecommunications Network Manager 1

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

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JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
100	<p>Working in the Office of Information Technology (OIT), Service Delivery Division(SDD), Multi-Agency Radio Communications System (MARCS) Program Office, assists Sites Manager in project closeout activities relating to the 201 Remote Communications Sites (RCS) required to support MARCS (e.g. perform onsite assessment, evaluation & inspection of RSC as needed, interact with co-located customers to accurately inventory equipment in MARCS shelters & on MARCS towers; collect all RCS data from disparate databases; consolidate, categorize & finalize data associated with all 201 RCS; design, develop & implement a comprehensive database including customized reports to provide a high level of granularity for on-going detailed data mining).</p> <p>Position is in unclassified service per Section 124.11(A)(12) of Ohio Revised Code.</p>	<p>Knowledge of (1) government structure & process*; (2) public & human relations; (3) English grammar & punctuation; Skill in (4) operation of personal computer & associated hardware/software (e.g., MS Office); (5) creating written documents; Ability to (6) deal with many variables & determine specific action; (7) use proper research methods to collect data; (8) define problems, collect data, establish facts, draw valid conclusions; (9) communicate effectively in writing & verbally; (10) handle inquiries from general public; (11) assist customers & respond to inquiries; (12) maintain accurate records.</p> <p>*developed after employment</p>

JOB CODE TITLE
College Intern

JOB CODE
99940

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Gregory L. Mousery

1/31/07

Apd 2-5-07CB