100-600R

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS501520

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Office of Information Technology	IGD/Deputy Director's Office	Franklin

POSITION NUMBER
20006587

JOB TITLE
Program Administrator 2

JOB CODE
63123

APD 11-30-11 UAD

☒ Reclassification ☐ New Position ☐ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
Policy Assistant to the Deputy Director

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20006629 Deputy Director 6

☒ Permanent
☐ Temporary
☐ Intermittent

☐ Classified
☒ Unclassified

Overtime: ☐ Eligible ☒ Exempt

If FLSA Exempt, exemption type:

Bargaining Unit **22**
PR **12**
Page 1 of 2

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

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
40	Under general direction of the deputy state chief information officer / deputy director of the Investment & Governance Division of the Office of Information Technology (OIT), acts for the deputy director as required (e.g., responds to programmatic issues/needs of staff; leads/monitors task forces; plans, writes & implements divisional goals); maintains confidentiality of certain programmatic & personnel issues; serves as liaison between deputy director & subordinates; transmits decisions & directives; represents deputy director at meetings & conferences; assists in preparing & administering budgets; assumes responsibility & authority in deputy director's absence when required; interviews, hires, & counsels employees as assigned; manages office & auxiliary functions (e.g., maintenance, security, public information, personnel); formulates & implements IT program policies for Investment Management, Enterprise IT Architecture & Policy, Contract Management, Project Success Center; supervises assigned staff (i.e., clerical &/or lower-level administrative personnel). *This position is unclassified per ORC 124.11(A)(9).*	Knowledge of (1) business administration, management science or public administration; (2) public relations/customer service techniques; (3) standard written English, documentation practices and style guides used in policy development; (4) techniques for facilitating structured meetings; (5) public speaking practices and techniques; (6) information technology; (7) public accounting; (8) employee training & development; (9) interviewing skills; (10) state government organization, processes & timelines*. Skill in (11) using Microsoft Office Suite software (MS Word, Outlook, Visio, PowerPoint & Excel) & MS Project; (12) communicating technical & non-technical information in written & oral form (e.g., public speaking); (13) conducting technical research, including online research. Ability to (14) accept/maintain fiduciary responsibility, including confidentiality; (15) facilitate meetings & lead collaborative development & work teams; (16) think critically to define problems, collect data, establish facts & draw valid conclusions; (17) deliver speeches before government officials & general public; (18) prepare meaningful, concise & accurate letters, memos, papers & reports; (19) handle sensitive telephone & face-to-face inquiries & contacts; (20) interview job applicants to determine work best suited to them; (21) interpret variety of instructions in written or oral form; (22) work independently or on formal or informal teams. *Developed after employment.

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
		11/16 2011

100-600R

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AGENCY/DEPT ID
DAS501520

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Office of Information Technology	IGD/Deputy Director's Office	Franklin

POSITION NUMBER
20006587

☒ Reclassification ☐ New Position ☐ Update

Position Hyperlinked to ☐ Agency Organizational Tree

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Bargaining Unit **22**
PR **12**
Page 2 of 2

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

JOB TITLE
Program Administrator 2

JOB CODE
63123

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
25	Analyzes & evaluates programs, procedures & policies; develops project proposals & program plans; provides technical advice to aid deputy director in decision making; researches & responds to inquiries & complaints; furnishes information & explains programs to DAS Communications for public, legislators & news media; writes position papers & reports; facilitates meetings & makes presentations.	Knowledge of: 1, 2, 3, 4, 5, 6, 10* Skill in: 11, 12, 13 Ability to: 14, 15, 16, 17, 18, 19, 21, 22
25	Manages business function of deputy director's office; establishes & oversees maintenance of fiscal controls; authorizes expenditures & purchases; develops & implements recruitment & training programs; develops & administers special programs & projects; prepares important documents, correspondence, directives & publications.	Knowledge of: 1, 2, 3, 6, 7, 8, 10* Skill in: 11, 12, 13 Ability to: 14, 15, 16, 18, 19, 21, 22
10	Performs other related duties as required: represents agency at meetings with other governmental or agency officials, at conferences & on committees; attends job-related classes, training & seminars.	Knowledge of: 1, 5, 10* Skill in: 11, 12, 13 Ability to: 14, 15, 16, 17, 18, 19, 21, 22
	This position is unclassified per ORC 124.11(A)(9).	*Developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE
11/16
2011