

POSITION DESCRIPTION		AGENCY/DEPT ID DAS501130
DIVISION OR INSTITUTION Office of Information Technology	UNIT OR OFFICE Administration	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006630	<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 22 PR 14 Page 2 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		
15	Responsible for coordinating floor space requests for OIT by initiating purchase orders for contracts and supplies. Coordinates, researches and schedules meetings, seminars & training sessions (e.g., prepares materials, arranges conference rooms, prepares/distribute notifications, etc.).	Knowledge of 1-4 Skill in 5-11 Ability to 12-17		
10	Provides backup support for the OIT receptionist as needed (e.g., greet visitors, answers phones, open/timestamp mail, etc.).	Knowledge of 1-4 Skill in 5-11 Ability to 12-17		
*developed after employment.				
JOB CODE 64656	JOB CODE TITLE Training Program Manager	APD 9-19-13 UZ		
List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 9/12/13	