

POSITION DESCRIPTION		AGENCY/DEPT ID DAS501230
DIVISION OR INSTITUTION Office of Information Technology	UNIT OR OFFICE Digital Government	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006661 JOB CODE TITLE Administrative Assistant 4 JOB CODE 63124	<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 State Portal Change Manager		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20006660 Information Technology Consultant 3	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input type="checkbox"/> Classified <input checked="" 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	
	20	Assists in program direction by relieving supervisor of complex administrative duties: acts for Digital Government Coordinator (DGC) by assisting in administration of State Portal Program: formulates & implements policies & procedures; reviews proposals of operations unit & other interested parties & makes recommendations to DGC; represents DGC at meetings & conferences with state, federal & community agencies; speaks for DGC on policy matters; assumes responsibility & authority in DGC's absence.	Knowledge of (1) business administration; (2) public speaking; (3) Digital Government policies & procedures*; (4) State Portal Program*; (5) change management; Skill in (6) operation of personal computer & associated hardware/software (e.g., MS Office, DreamWeaver); Ability to (7) define problems, collect data, establish facts & draw valid conclusions; (8) communicate effectively in writing & orally.	
	80	Analyzes & evaluates requested changes & updates to state portal to determine best approach for implementation; implements changes or updates to the web sites using web development software (e.g., Dreamweaver); works with Office of Information Technology operations team to ensure appropriate compliance with Shared Hosting Service policies & procedures.	Knowledge of 1, 2, 3, 5, (9) web site development; Skill 6 Ability to 8, 9	
			*developed after employment	
	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 2/20/01