

POSITION DESCRIPTION	OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES	AGENCY Department of Administrative Services
		DIVISION OR INSTITUTION Administrative Support
		UNIT OR OFFICE Office of Communications

POSITION NUMBER 20072119	<input checked="" type="checkbox"/> State Agency <input type="checkbox"/> County Agency <input checked="" type="checkbox"/> New Position <input type="checkbox"/> Change	County of Employment Franklin
	USUAL WORKING TITLE OF POSITION Deputy Director	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005393 Assistant Director
	NORMAL WORKING HOURS (Explain unusual or rotating shift) 8:00 a.m. - 5:00 p.m.	

JOB DESCRIPTION AND WORKER CHARACTERISTICS

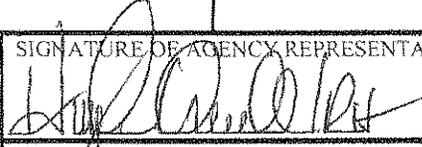
%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
50	Serves as the Deputy Director of Communications for the Department of Administrative Services (DAS); Oversees operation & staff of Office of Communications; Acts for Director of DAS with regard to developing & implementing the DAS communications plan (e.g., outlines plans which encompass the department's programs, services, activities & ensures that these programs, services & activities are communicated to the public).	Knowledge of (1) management, (2) budgeting (3) supervision principles & techniques; (4) public relations; (5) government structure & process, (6) agency policies & procedures*; (7) public relations, (8) communication (9) human relations Skill in (9) operation of personal computer & associated hardware/software (e.g., MS Office). Ability to (10) research, compile & organize information, (11) handle routine & sensitive inquiries from & contacts with government officials, employees & general public, (12) write meaningful & accurate reports & technical documents, (13) prepare & deliver speeches to various audiences, (14) establish friendly environment as head of unit.
25	Serves as chief spokes person for the department & informational liaison among the department, public & news media: responsible for writing & editing departmental publications; oversees the department's website.	Knowledge of 1, 2, 3, 4, 5, 6*, 7, 8, 9 Skill in 10 Ability to 11, 12, 13, 14
25	Coordinates the public information tasks & efforts of all divisions with in the department: Assist the Director in analyzing & developing policies & procedures relating to public information & public relations.	Knowledge of 1, 2, 3, 4, 5, 6*, 7, 8, 9 Skill in 10 Ability to 11, 12, 13, 14

Position is unclassified per Section 124.11(A) (9) of Ohio Revised Code & is overtime exempt.

*developed after employment

ADD 8-13-08 (JA)

JOB CODE TITLE
Deputy Director 4
JOB CODE
61314

List Position Numbers & Titles of Positions Directly Supervised: 20005410 Public Information Officer I 20005411 MAS2 20005845 Public Information Officer I 20005880 MAS2 20005394 MAS1 20006656 MAS2	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 8.13.08
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