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| POSITION DESCRIPTION | | AGENCY/DEPT ID Department of Administrative Services/ DAS101000 |
| DIVISION OR INSTITUTION Administrative Support | UNIT OR OFFICE Office of Communication | COUNTY OF EMPLOYMENT Franklin |

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| POSITION NUMBER 20072119 | <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 Deputy Director | | POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR SEE TABLE OF ORGANIZATION |
| <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Classified <input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Unclassified <input type="checkbox"/> Intermittent <input checked="" type="checkbox"/> Essential | | Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type: Executive | Bargaining Unit 22 PR N/A Page 1 of 1 |
| 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 |
|--|---|--|
| 75 | Serves as Deputy Director of Communication for Department of Administrative Services (DAS) by overseeing operation & staff: acts on behalf of Director of DAS with regard to development & implementation of the DAS communication plans (e.g., outlines plans which encompass the department's programs, services, activities & ensures these programs, services & activities are communicated to the public); oversees plans & directs communication solutions for the DAS Human Resources Division (HRD), Office of Benefits Administration Services (e.g., internal & external communications activities which support HRD-BAS goals); ensures all designs of various information & marketing campaigns aimed at state employees are in compliance with state guidelines); supervises staff (e.g., approves leave/time reports, conducts performance evaluation reviews, participates in hiring process). | Knowledge of (1) management; (2) public relations/administration; (3) budgeting; (4) government structure & process; (5) agency policies & procedures*; (6) communication & human relations; (7) federal, state & agency laws, rules & regulations; (8) benefits administration; (9) supervision. Skill in (10) operation of personal computer & related hardware/software (e.g., MS Office Suite). Ability to (11) research, compile & organize information; (12) define problems, collect data, establish facts & draw valid conclusions; (13) understand government funding processes; (14) handle routine & sensitive inquiries from & contacts with government officials, employees & general public; (15) write meaningful & accurate reports; (16) prepare & delivery speeches to various audiences; (17) establish friendly working environment. |
| 25 | Serves as chief spokesperson for the department & informational liaison among the department, public & news media: responsible for writing & editing departmental publications; oversees the department's website; coordinates the public information tasks & efforts of all divisions within the department; assists 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, 15, 16, 17 |
| This position is in unclassified service per section 124.11(A) (9) of Ohio Revised Code. | | *developed after employment |

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| JOB CODE 61314 | List Position Numbers & Job Titles of Positions Directly Supervised: SEE TABLE OF ORGANIZATION | SIGNATURE OF AGENCY REPRESENTATIVE  | DATE 1/21/15 |
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apd 1-21-15 cl