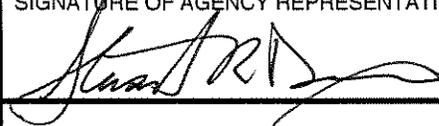


POSITION DESCRIPTION		AGENCY/DEPT ID DAS500000
DIVISION OR INSTITUTION OFFICE OF INFORMATION TECHNOLOGY	UNIT OR OFFICE OIT/Enterprise IT Contracting	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20072221	<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 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: ADMIN	Bargaining Unit 22 PR N/A Page 1 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): M-F 8:00AM – 4:30PM but may vary up to 39/hrs per week depending on school schedule			
JOB DESCRIPTION AND WORKER CHARACTERISTICS				
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities		
50	Assists Enterprise IT Contracting Staff with various projects to include but is not limited to: develop and write operational procedures using MS Word®; design and implement spreadsheets using MS Excel® design and implement databases using MS Access®; develop presentations using PowerPoint®; develop and implement collaboration tools with MS SharePoint®; provide application support for the Release and Permit, Omnicom, Procure.ohio.gov; Request Information Management and other applications used by EITC*; develop project plans using MS Project; Update IT Procurement documentation.*	Knowledge of (1) report development & generation; (2) information technology or related field; (3) computer &/or network hardware, software, operating systems & procedures. Skill in (4) operation of personal computer & associated hardware (5) use of various software applications (e.g., MS Office, MS Projects). Ability to (6) interpret variety of instructions in written or oral form; (7) interpret variety of technical material in books, manuals & audiovisual form; (8) deal with many variables & determine specific actions; (9) communicate verbally & in writing on technical & non-technical matters; (10) get along with others.		
50	Performs various clerical & administrative tasks: Develops reports; assists with project planning activities; (e.g., review invoices for accuracy against the appropriate contract and/or purchase orders), answer phones and inquiries; perform other duties as assigned. Position is in unclassified service per 124.11(A)(29) of Ohio Revised Code.	Knowledge of 1-3. Skill in 4-5. Ability to 6-10 Major Area of Study Business, or Public Administration, or Computer Science		
JOB CODE 99940	List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 6/15/15	

JOB CODE TITLE
College Intern

 ADD 7-10-15 UAB