# POSITION DESCRIPTION

| AGENCY/DEPT ID<br>Department of Administrative Services<br>DAS101200 | | |
|---|---|---|
| DIVISION OR INSTITUTION<br>Administrative Support | UNIT OR OFFICE<br>Office of Communications | COUNTY OF EMPLOYMENT<br>Franklin |

POSITION NUMBER 20072309

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

| USUAL WORKING TITLE OF POSITION | POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR |
|---|---|
| Administrator of Communications | SEE TABLE OF ORGANIZATION |

| | | | |
|---|---|---|---|
| ☒ Permanent<br>☐ Temporary<br>☐ Intermittent | ☐ Classified<br>☒ Unclassified<br>☐ Essential | Overtime: ☒ Eligible ☐ Exempt<br>If FLSA Exempt, exemption type: | Bargaining Unit 22<br>PR N/A<br>Page 1 of 1 |

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 a.m. TO: 5:00 p.m.

JOB CODE TITLE Policy Staff

JOB CODE 99585 APD 11/14/12 MB

## JOB DESCRIPTION AND WORKER CHARACTERISTICS

| % | Job Duties in Order of Importance | Knowledge, Skills & Abilities |
|---|---|---|
| 75 | Serves as the Communications Administrator for the Department of Administrative Services (DAS) by overseeing operation & staff of the unit; acts on behalf of the Director of DAS with regard to development & implementation the DAS communications plan (e.g., outlines plans which encompass the department's programs, services, activities & ensures these programs, services & activities are communicated to the public). Oversees the 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 and 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, etc.). | **Knowledge of** (1) management; (2) public relations/administration; (3) government structure & process; (4) agency policies & procedures*; (5) communication and human relations; (6) federal, state & agency laws, rules & regulations; (7) benefits administration; (8) supervision.<br>**Skill in** (9) operation of a personal computer & related hardware/software (e.g., MS Word, Excel, etc.).<br>**Ability to** (10) define problems, collect date, establish facts & draw valid conclusions; (11) understand government funding processes; (12) handle routine & sensitive inquiries from & contacts with government officials, employees & general public; (13) write meaningful & accurate reports; (14) prepare & delivery speeches to various audiences; (15) establish friendly working environment. |
| 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. Coordinates the public information tasks & efforts of all divisions within the department; assist the DAS Director in analyzing & development policies & procedures relating to public information & public relations. | Knowledge of 1-7.<br>Skill in 9.<br>Ability to 10-15.<br><br>*Developed after employment. |

| List Position Numbers & Job Titles of Positions Directly Supervised: | SIGNATURE OF AGENCY REPRESENTATIVE | DATE |
|---|---|---|
| SEE TABLE OF ORGANIZATION | Marissa Walters | 11/14/12 |