

POSITION DESCRIPTION		AGENCY/DEPT ID DAS505420
DIVISION OR INSTITUTION Office of Information Technology	UNIT OR OFFICE ISD/Enterprise Shared Services	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20073337	<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 checked="" type="checkbox"/> Classified <input 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 Page 1 of 2
	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
60	Performs non-routine administrative tasks on behalf of Enterprise Shared Services (ESS) Administrator: independently formulates decisions &/or judgments involving non-legal interpretation of policies & procedures for ESS; responsible for all contract management for consultative services, software maintenance, memorandums of understandings (MOUs), Controlling Board requests & vendor invoicing; manages & administers the ESS SharePoint site that organizes & maintains all ESS administration & budget documents; responds to correspondence; reviews & summarizes fiscal, operational & personnel reports; represents supervisor at meetings or conferences with other agencies; researches & prepares data for budget inclusion; assists in writing budget justification; monitors spending & maintains ESS fiscal records; performs personnel liaison functions for ESS & Office of Employee Services; communicates decisions, directives &/or assignments to appropriate staff; reviews & summarizes reports on operations & fiscal activities;	Knowledge of (1) English grammar & composition; (2) agency policies & procedures*; (3) records management; (4) business communications; (5) budgeting; (6) meeting facilitation; (7) HTML web language, Adobe PageMaker, Adobe Photoshop & CorelDraw; (8) administrative practices & procedures. Skill in (9) operation of personal computer; (10) Microsoft Office Suite; (11) SharePoint Administration Ability to (12) deal with many variables & determine specific action; (13) apply principles to solve practical, everyday problems; (14) handle diverse groups of public & private sector officials; (15) prioritize & multi-task; (16) handle sensitive telephone & face-to-face inquiries & contacts with officials & general public *developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 5/14/12
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JOB CODE TITLE
 Administrative Professional 4
 Job Code: 16874
 Date: 5/9/12
 Initials: apd

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POSITION NUMBER 20073337 JOB CODE TITLE Administrative Professional 4 JOB CODE 16874 <i>Opd 5/14/12 pm</i>	<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	
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	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	Represents ESS on the Ohio Geographically Referenced Information Program (OGRIP) council: serves as Communications Coordinator between OGRIP office, Council & Forum; prepares agenda & facilitates meetings for OGRIP Council, Forum, task forces & planning committees; assists in preparation of education of Geographic Information Systems (GIS) promotion logistics; researches & responds to GIS issues; serves as liaison with federal agencies on grants, preparing reports & dealing with budgetary issues; communicates GIS issues to local governments including all 88 Ohio counties, various municipalities, county commissioners, county auditors & engineers; manages & coordinates ESS/OGRIP's Educational Outreach Programs (i.e., outreach to all local, state & federal agencies regarding spatial data coordination throughout the State of Ohio); maintains contacts for program; notifies participants about upcoming conferences & educational seminars; schedules & facilitates meetings; creates agenda & documents proceedings; coordinates activities & interacts with associations on education outreach efforts (e.g., Ohio GIS Conference, Land Records Conference, Framework Task Forces, etc.).	Knowledge of 1, 2*, 3, 4, 6, 8*, (17) Geographic Information Systems (GIS) Skill in 9, 10 Ability to 12, 13, 14, 15, 16	
	20	Performs secretarial & clerical tasks for ESS: prepares confidential correspondence &/or reports; maintains confidential files; maintains calendar &/or makes travel arrangements for supervisor; takes & transcribes dictation &/or minutes of meetings; prepares payroll reports &/or timesheets; handles sensitive telephone calls; channels calls to appropriate parties for response; receives, opens, logs, distributes incoming mail; answers phone & screens calls; greets & directs visitors; maintains inventory of general office supplies & orders as needed; maintains files & retrieves information; prepares routine forms; prepares records retention & disposal schedules & arranges record transfers; coordinates acquisition & maintenance of office machines such as telephones, copier & computer equipment.	Knowledge of 1, 2*, 3, 4, 6, 8* Skill in 9, 10, (18) Microsoft Office Outlook & Calendar Ability to 12, 13, 14, 15. *developed after employment	
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			<i>Paul Z...</i>	5/14/12