

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 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		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20006358 Information Technology Consultant 3	
	<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:	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	Acts for Infrastructure Services Division (ISD), Enterprise Shared Services (ESS) Administrator: responds to all administrative issues/needs of staff; serves as liaison between ESS Administrator & subordinates; transmits decisions & directives; represents administrator at meetings & conferences; manages office & auxiliary functions (e.g., business functions, purchases, procurements, contracts, maintenance, security, public information, personnel); formulates policies & procedures related to ESS administrative functions; supervises assigned clerical staff (e.g. approves leave & timesheets, evaluates performance, assigns work, identifies staff training needs); acts as Human Resource liaison for all sections within ESS; analyzes & evaluates programs, procedures & policies; provides technical advice to aid administrators in decision-making; assumes authority & responsibility in administrator's absence; assists in budget preparations for all sections within ESS; assists in writing & editing narratives for ESS budgets which are distributed to Legislature, Office of Budget & Management & Office of Information Technology; Manages and administers the ESS SharePoint site that organizes and maintains all ESS administration and budget documents.; researches budget issues for annual budgetary statement to Ohio Geographically Referenced Information Program (OGRIP) Council; prepares important ESS documents, correspondence & directives.	Knowledge of (1) program management; (2) agency policies & procedures*; (3) public/human relations; (4) business administration; (5) budgeting; (6) meeting facilitation; (7) personnel documentation & functions; (8) supervisory principles. Skill in (9) operation of personal computer & associated hardware/software (e.g., MS Word, Excel, Access, Visio, PowerPoint); Ability to (10) deal with many variables & determine specific action; (11) comprehend & discuss highly abstract material; (12) handle diverse groups of public & private sector officials; (13) prioritize & multi-task; (14) handle sensitive telephone & face-to-face inquiries & contacts with officials & general public	
	20	Serves as public relations coordinator for ESS: writes articles, edits, designs & coordinates printing & distribution of newsletters; edits, designs & coordinates printing & distribution of annual reports; edits & maintains all ESS, ESS/OGRIP & ESS/GIS Support Center (GISSC) web pages; assists in editing, design & coordination of IT plan submissions, and strategic plans; writes & distributes press releases; responds to inquiries by telephone & in writing.	Knowledge of 2*, 4, (20) English grammar & punctuation; (21) HTML web language; Skill in 9 (e.g., Adobe PageMaker, Adobe Photoshop, CorelDraw, Microsoft Visio); Ability to 10, 11, 13, 14. *developed after employment	
JOB CODE TITLE Administrative Assistant 3	List Position Numbers & Job Titles of Positions Directly Supervised: 20006331 Secretary		SIGNATURE OF AGENCY REPRESENTATIVE 	
JOB CODE 63123			DATE 1/7/11	

Opd 1/3/11 *PSM*

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 JOB CODE TITLE Administrative Assistant 3 JOB CODE 63123 1/3/11 <i>PTM</i>	<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		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20006358 Information Technology Consultant 3	
	<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:	Bargaining Unit Page 2 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	
	10	Serves as Communications Coordinator for ESS and the OGRIP Office, Council & Forum: acts as liaison between OGRIP office, Council & Forum as well as various task forces; prepares agenda & facilitates meetings for OGRIP Council, Forum, task forces & planning committees; assists in preparation of education/GIS promotion logistics; formulates & implements program policy consistent with OGRIP's goals & objectives to ensure effectiveness of program; researches & responds to Geographic Information Systems (GIS) issues on behalf of Administrator; serves as liaison with federal agencies on grants (e.g., preparing reports & dealing with budgetary issues; communicates GIS issues to local governments including all 88 Ohio counties, various municipalities, county commissioners, county auditors & county engineers.	Knowledge of 1, 2*, 3, 4, (15) Geographic Information Management Systems; (16) federal requirements for grant reporting*; Skill in 9 Ability to 10, 11, 12, 13, 14.	
	10	Manages and 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; develops policies & procedures regarding communication within program & meeting goals outlined; 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, 6 Skill in 9 Ability to 10, 11, 12, 14, (17) use proper research methods in gathering data; (18) develop complex reports & position papers; (19) gather, collate & classify data.	
		* Position is overtime exempt	*developed after employment	
	List Position Numbers & Job Titles of Positions Directly Supervised: 20006331 Secretary		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 1/7/11