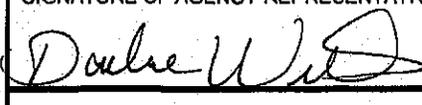


POSITION DESCRIPTION		AGENCY/DEPT ID Department of Administrative Services DAS510120
DIVISION OR INSTITUTION Office of Information Technology	UNIT OR OFFICE OAKS/Program Administration	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20073716	<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 20073332 Deputy Director 6	
	<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:	Bargaining Unit 22 PR 12 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		
55	Assists in program direction relieving Ohio Administrative Knowledge System (OAKS) Executive Program Manager of variety of difficult administrative duties: responds to issues & needs of program staff; leads work groups on special projects; provides work direction to other administrative staff; develops & implements administrative policies & procedures; serves as liaison between Program Director & subordinates, project consultants, upper-level management, & representatives of other agencies; gives direction to program staff; follows up on issues & transmits solutions & recommendations; composes &/or prepares confidential documents & correspondence; assumes responsibility & authority for business functions in absence of Program Manager.	Knowledge of (1) business administration; (2) executive level office administration; (3) public relations/customer service; (4) office practices & procedures; (5) agency policies & procedures*; (6) government structure & process*; (7) customer service techniques; Skill in (8) operation of personal computer & associated hardware/software (e.g., Microsoft Office, Outlook; MS Project, PowerPoint, Project Server); Ability to (9) write letters, papers & reports; (10) handle sensitive inquiries from & contacts with government officials; (11) define problems, collect data, establish facts & draw valid conclusions; (12) establish work priorities & meet deadlines; (13) communicate effectively in writing & orally.		
30	Manages business functions of OAKS Program Management Office (PMO): reviews consultants' billings for accuracy & coordinates payments with business office; coordinates telephone services (e.g., ordering additional telephone lines & hardware, troubleshoots telephone issues); works directly with Business Office's fiscal staff in preparing purchase request forms for purchases from Certificate of Participation funds & operating funds; gathers quotes for procuring items from vendors; prepares purchase orders; enters procurement requests into release & permit system for approval; acts as facilities coordinator & liaison between building managers, Department of Administrative Services, & other agencies regarding building matters (e.g., acquiring additional space, moves); coordinates on boarding & off boarding of OAKS staff.	Knowledge 1, 2, 3, 4, 5*, 6*, 7 Skill in 8 Ability to 9, 10, 11, 12, 13.		
15	Performs other related administrative duties: sorts & forwards mail; files & maintains documents & records; responds to customer inquiries via letter, email &/or telephone; orders office supplies, furniture & equipment; schedules meetings (e.g., reserves conference rooms, invites meeting guests, sets up meeting rooms, tracks action items, creates meeting minutes); creates & maintains variety of contact/distribution lists in a contact database; attends training seminars &/or courses.	Knowledge 1, 2, 3, 4, 5*, 6*, 7 Skill in 8 Ability to 9, 10, 11, 12, 13. *Developed after employment.		
List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 11-15-11	

JOB CODE TITLE
 Program Administrator 2

 JOB CODE
 63123
 APR 12-7-11 [unclear]