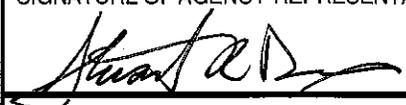


<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID DAS500000
DIVISION OR INSTITUTION Office of Information Technology	UNIT OR OFFICE OIT/9-1-1 & OGRIP	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20075336  JOB CODE TITLE Administrative Professional 4  JOB CODE APD 8-5-15 LMS  JOB CODE 16874	<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 22 PR 22 Page 1 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 am      TO: 5:00 pm			
	<b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>			
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
	50	Performs non-routine administrative tasks on behalf of 9-1-1 Administrator and GIMS Systems Administrator: independently formulates decisions &/or judgments involving non-legal interpretation of policies & procedures; memorandums of understandings (MOUs), Controlling Board requests & vendor invoicing, manages & administers the SharePoint site that organizes & maintains all 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 fiscal records; performs personnel liaison functions for assigned divisions & Office of Employee Services; communicates decisions, directives &/or assignments to appropriate staff; reviews & summarizes reports on operations & fiscal activities;	<b>Knowledge of</b> (1) English grammar & composition; (2) Asset & Configuration Management procedures; (3) records management; (4) business communications; (5) ServiceNow; (6) meeting facilitation; (7) HTML web language, Adobe PageMaker, Adobe Photoshop & CorelDraw; (8) administrative practices & procedures. <b>Skill in</b> (9) operation of personal computer; (10) Microsoft Office Suite; (11) SharePoint Administration. <b>Ability to</b> (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; (17) get along with people.	
			*developed after employment	
	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE	DATE
				6/15/15

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	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 am                      TO: 5:00 pm											
<b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>												
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Ability to 12-17.         </td> </tr> <tr> <td style="vertical-align: top;">25</td> <td style="vertical-align: top;">           Represents the Ohio Geographically Referenced Information Program (OGRIP) council &amp; the ESINet Steering committee : serves as Communications Coordinator between OGRIP office, Council &amp; Forum; prepares agenda &amp; facilitates meetings for OGRIP Council, Forum, task forces &amp; planning committees; assists in preparation of education of Geographic Information Systems (GIS) promotion logistics; researches &amp; responds to GIS issues; serves as liaison with federal agencies on grants, preparing reports &amp; dealing with budgetary issues; communicates GIS and 9-1-1 issues to local governments including all 88 Ohio counties, various municipalities, county commissioners, PSAPs and PSDPs, county auditors &amp; engineers; manages &amp; coordinates OGRIP's and 9-1-1 Educational Outreach Programs (i.e., outreach to all local, state &amp; federal agencies regarding spatial data coordination throughout the State of Ohio, 9-1-1 information and training sessions); maintains contacts for programs; notifies participants about upcoming conferences &amp; educational seminars; schedules &amp; facilitates meetings; creates agenda &amp; documents proceedings; coordinates activities &amp; interacts with associations on education outreach efforts (e.g., 9-1-1 newsletters, website, Ohio GIS Conference, Land Records Conference, Framework Task Forces, etc.).         </td> <td style="vertical-align: top;"> <b>Knowledge of 1-8*;</b> (18) Geo-graphic Information Systems (GIS)  <b>Skill in 9-11.</b>  <b>Ability to 12-17.</b>             *developed after employment         </td> </tr> </tbody> </table>				%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	25	Performs secretarial & clerical tasks: prepares confidential correspondence & weekly reports for 9-1-1 and OGRIP; maintains confidential files; maintains Calendar, makes travel arrangements & coordinates committee meetings and conferences; takes & transcribes dictation &/or minutes of meetings; prepares Requests for Quotes & maintains employee work hour records; 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; set-up work plan & training for new employees; participates in coordination of Special Events at work facility.	<b>Knowledge of 1-8*.</b> Skill in 9-10. 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