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|---|--|----------------------------------|
| <b>POSITION DESCRIPTION</b>                                 |  | AGENCY/DEPT ID<br>DAS500000      |
| DIVISION OR INSTITUTION<br>OFFICE OF INFORMATION TECHNOLOGY | UNIT OR OFFICE<br>GIMS Office/9-1-1 Administration | COUNTY OF EMPLOYMENT<br>Franklin |

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|--|--|--|---|---|
| POSITION NUMBER<br>20092180<br><br>JOB CODE TITLE<br>COLLEGE INTERN<br><br>JOB CODE<br>99940<br>APD 2-17-16 US | <input type="checkbox"/> Reclassification <input checked="" type="checkbox"/> New Position <input type="checkbox"/> Update   |  | Position Hyperlinked to <input type="checkbox"/><br>Agency Organizational Tree  |   |
|  | USUAL WORKING TITLE OF POSITION<br>College Intern  |  | POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR<br>SEE TABLE OF ORGANIZATION   |   |
|  | <input type="checkbox"/> Permanent<br><input checked="" type="checkbox"/> Temporary<br><input type="checkbox"/> Intermittent   | <input type="checkbox"/> Classified<br><input checked="" type="checkbox"/> Unclassified<br><input type="checkbox"/> Essential  | Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt<br>If FLSA Exempt, exemption type: ADMIN | Bargaining Unit 22<br>PR N/A<br>Page 1 of 2 |
|  | NORMAL WORKING HOURS (Explain unusual or rotating shift):<br>FROM: 8:00 a.m.    TO: 5:00 p.m.  |  |   |   |
|  | <b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>  |  |   |   |
| %  | Job Duties in Order of Importance  | Knowledge, Skills & Abilities  |   |   |
| 85   | This position is responsible for the: <ul style="list-style-type: none"> <li>- Review and demonstrate an understanding of how 9-1-1 works in Ohio, especially Public Safety Answering Point (PSAP) operations.</li> <li>- Development of an education program/presentation targeting appropriate grade levels from kindergarten through fourth grade to include:             <ul style="list-style-type: none"> <li>o Audio-Visual aids</li> <li>o Educational activity materials</li> <li>o Presentation outline</li> <li>o Take-home material</li> </ul> </li> <li>- The program/presentations which will be designed to be easily adaptable for use by teachers, firefighters, EMTs, dispatchers and law enforcement officers.</li> </ul> | <b>Knowledge of</b> (1) agency rules & procedures*.<br><b>Skill in</b> (1) operation of personal computer and associated hardware/software.<br><b>Ability to</b> (2) work independently; (3) research and analysis material; (4) develop educational material; present program materials and content; (5) accept feedback as needed; (6) identify proper age groups for course material; (7) get along well with others; (8) define problems, collect data, establish facts, draw valid conclusions and initiate solutions; (9) communicate effectively with internal staff and general public both orally and in writing. |   |   |
| 10   | <b>Work Product</b> <ul style="list-style-type: none"> <li>- At the end of the internship period (Prior to Fall Semester), a comprehensive package for use at schools throughout Ohio will be completed.</li> </ul>  | <b>REQUIREMENT:</b> Must have completed sophomore year in appropriate education program, and be considered a junior or senior at the time of the internship assignment.  |   |   |
| 5  | Perform other job duties as assigned in assisting the office staff.  |  |   |   |
| List Position Numbers & Job Titles of Positions Directly Supervised:   |  | SIGNATURE OF AGENCY REPRESENTATIVE   | DATE  |   |
|  |  |    | 1/26/16   |   |