

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
Human Resources

UNIT OR OFFICE
Training & Development

POSITION CONTROL NUMBER
26208.0

CLASS TITLE
Administrative Assistant 4

CLASS NUMBER
63124

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Statewide Training Program Manager

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
26000.0 Human Resources Manager 4

NORMAL WORKING HOURS (Explain unusual or rotating shift)
8:00 a.m. - 5:00 p.m.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
40	As Statewide Training Program Manager, plans, directs, develops & monitors training & organization development delivery programs (e.g., Learning Resources Center, Basic Skills, Distance Learning, Core Competency, Professional Administrative Support Services, International Administrative Assistant Certification Program) at multiple sites. Develops & monitors measurement tools (e.g., feedback, surveys) with agency liaisons. Formulates & implements policies & procedures for training & organizational development. Reviews & approves policies & procedures developed by program managers. Prepares budgets & approved Request for Proposals; provides staff support. Identifies agency liaisons to support programs; coordinates planning, monitoring, revision & evaluation of curriculum. Recruits, chairs &/or leads statewide cross-agency teams to identify curriculum, training strategies & delivery systems (e.g., Human Resources Development Council, DAS/HRD Training Roundtable, State of Ohio Training Association Learning Resources Team). Supervises Lower-level program managers.	Knowledge of (1) training & organizational development; (2) adult learning techniques & styles; (3) platform training skills, (4) curriculum design, (5) public & human relations, (6) state contractual practices, (7) supervision techniques & principles, (8) program/project management. Skills in (9) operation of personal computer & related software (e.g., MS Word, Excel, Classware*). Ability to (10) formulate & work through project plans; (11) work well with agency liaisons, vendors, customers & general public; (12) assess program needs; (13) gather customer feedback; (14) follow-up with action plans; (15) prepare budgets & monitor expenditures; (16) define problems, collect data, establish facts, draw valid conclusions & initiate solutions; (17) implement program areas.
40	Plans, develops, directs & implements marketing & public relations for programs: develops strategies to market, expand & implement programs; selects & approves all marketing & public relations materials (e.g., course catalogs, web sites, multi-media presentations, news releases & other promotional activities for programs). Conducts &/or facilitates statewide focus groups, interviews & improvement teams. Serves as keynote & public speaker at state & national events (e.g., American Association for Adult & Continuing Education, American Academy of Certified Public Mangers, Job & Family Services County Conference, County Mangers Association). Participates in Human Resources Roundtable training group & other state training associations. Plans & manages conferences & events to promote programs.	Knowledge of 1, 2, 3, 5, (18) marketing techniques. Skill in 9. Ability to 10, 11, 13, 14, 16, (19) prepare & deliver presentations/speeches to diverse audiences.

List Position Numbers and Class Titles of Positions Directly Supervised:
26102.0 MAS 1
26104.0 MAS 1

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Ellen Masner

3/14/05

APP 3-23-05 AMC

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15	Researches & identifies useful comprehensive distance learning strategies; assists agencies in implementing distance learning (e.g., explores web based applications & partnering opportunities with vendors). Works with agencies & vendors to implement training classes. Researches grant opportunities; attends agency conferences & meetings; gathers related research to assist administrator.	Knowledge of 1, 2, 3, 5, (20) research & analysis techniques. Skill in 9. Ability to 10, 11, 12, 13, 14, 16, (21) use proper research methods to gather, collate & classify information.
5	Provides variety of written reports (e.g., participation, cost benefit analysis, process improvement recommendations, performance to budget to overall effectiveness of programs).	Knowledge of 8. Skill in 9. Ability to (22) prepare meaningful, concise & accurate reports.
Position is overtime exempt.		*developed after employment

List Position Numbers and Class Titles of Positions Directly Supervised:
26102.0 MAS 1
26104.0 MAS 1

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Ellen Masner

3/11/05

APD 3-23-05 YMC