

<h1 style="margin: 0;">POSITION DESCRIPTION</h1> <p style="text-align: center; margin: 10px 0;">OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES</p>	AGENCY Department of Administrative Services
	DIVISION OR INSTITUTION Administrative Support Division
	UNIT OR OFFICE Office of Communications

POSITION NUMBER 20005410 (406.0)	<input checked="" type="checkbox"/> State Agency <input type="checkbox"/> County Agency <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Change	County of Employment Franklin	
	USUAL WORKING TITLE OF POSITION Public Information Officer 1	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20072119 (400.0) Deputy Director 4	
	NORMAL WORKING HOURS (Explain unusual or rotating shift) 9:00 a.m. - 6:00 p.m.		Page 1 of 2
	JOB DESCRIPTION AND WORKER CHARACTERISTICS		
	% Job Duties in Order of Importance	Minimum Acceptable Characteristics	
50	On behalf of the Department of Administrative Services (DAS) Communications Office, & under direction of the communications deputy director, plans & directs DAS Web site & Web Communications: ensures news releases & advisories are posted in timely manner; works on tasks related to DAS internal & statewide communications; edits variety of agency publications for grammar, user-friendliness, accuracy, appropriateness, design & Associated Press style; writes for variety of agency publications; serves as liaison to DAS Human Resources Division; serves as contact from Office of Communications to DAS Web development staff.	Knowledge of (1) business administration; (2) agency & state government policies & procedures*; (3) operations research techniques; (4) public relations; (5) English composition & grammar; Skill in (6) operation of personal computer & associated hardware/software (e.g., MS Word, InDesign); (7) graphics creation, page layout & Web site design; Ability to (8) deal with many variables & determine specific course of action; (9) use proper research methods in gathering data; (10) gather, collate & classify information about data, people or things; (11) draft & edit administrative policies, procedures, informational booklets & directives.	
25	Assists Office of Communications deputy director in public media communications: prepares news releases, advisories, articles, letters to editor, talking points, public service announcements, & advertisements; compiles news articles regarding DAS & state government for daily distribution within agency; proactively promotes DAS programs & services to the media; researches & processes public records requests from the media; maintains online records & distribution lists of media calls.	Knowledge of 2*, 3, 4, 5 Skill in 6, 7 Ability to 8, 9, 10, 11, (12) update and maintain Web sites.	
64421	List Position Numbers & Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE 	
64421	DATE 5/30/07		

APD 6-4-07 (JAY)

*developed after employment

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	% 25	Job Duties in Order of Importance Performs other related duties as assigned: plans &/or participates in DAS internal & statewide events (e.g., yearly Martin Luther King Commemorative Celebration); researches & writes for DAS Director's Office (e.g., legislative liaison, special projects coordinators); may support DAS efforts to market centralized support services to other state agencies or political subdivisions.			Minimum Acceptable Characteristics Knowledge of 2*, 3, 4, 5 Skill in 6, 7 Ability to 8, 9, 10, 12, (13) prepare clear & accurate reports.	
This position is overtime exempt.			*developed after employment			
JOB CODE 64421	List Position Numbers & Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE 		DATE 5/30/07	

APD 6-4-07 (WAY)

JOB CODE TITLE
 Public Information Officer 1