

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
Human Resources Division

UNIT OR OFFICE
Deputy Director's Office

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Sponsorship & Communication
Coordinator (intermittent)

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20005815 (20012.0) Management Analyst Supervisor 2

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
45	On behalf of Deputy Director researches policies for development & implementation of effective strategies for OAKS project communications: facilitates executive project ownership & transition planning for the OAKS project; creates awareness plan guidelines & time frame to communicate OAKS project to all stakeholders; monitors implementation plan to sustain ongoing project ownership between executives and stakeholders; facilitates development of an effective transition plan for OAKS operations; coordinates communication effort & interacts with project managers and team leads to define outreach opportunities, strategies & core messages for OAKS project; independently prepares policies & recommendations of findings on OAKS project for Deputy Director.	Knowledge of (1) management; (2) public/human relations; (3) communications planning; (4) division work rules/guidelines*; (5) Chapters 123 & 124 of Ohio Revised code & collective bargaining provisions*. Skill in (6) operation of personal computer & associated hardware/software (e.g. MS office); (7) operation of photocopier, fax machine, printer. Ability to (8) define problems, collect data, establish facts & draw valid conclusions; (9) use statistical analysis; (10) maintain accurate records; (11) use proper research methods for gathering data.
40	Collaborates with Department of Administrative Services Communications Office to develop press releases on OAKS project: maintains & updates the OAKS project charter; advises OAKS executive management on sponsorship methodology & strategies for effective communication; facilitates the creation & distribution of regular communication with OAKS stakeholders; develops promotional materials to define OAKS capabilities & benefits to state agencies.	Knowledge of 1, 2, 3, 4*, 5*, (12) strategic planning. Skill in 6, 7. Ability to 8, 9, 10, 11, (13) originate routine correspondence; (14) handle sensitive inquiries from customers; (15) works independently on most tasks.
15	Performs other related duties as assigned: attends meetings & gathers information to prepare OAKS project communications; responds to correspondence & inquiries on OAKS project communication plan;	Knowledge of 1, 2, 3, 4*, 5*, 12. Skill in 6, 7. Ability to 8, 9, 10, 11, 13, 14, 15.
Position is in unclassified service per Section 124.11(A29)(9) of Ohio Revised Code.		*developed after employment.

POSITION NUMBER
20072764

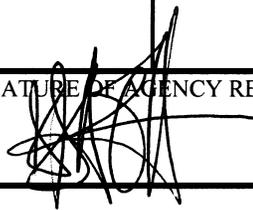
JOB CODE TITLE
Management Analyst Supervisor 1

JOB CODE
63215

List Position Numbers & Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



4.16.07

APD 4/16/07 WAF