

# POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY  
Office of Information Technology

DIVISION OR INSTITUTION  
Service Delivery Division

UNIT OR OFFICE  
Unified Network - MARCS

POSITION NUMBER  
20006360 (41610.0)

State Agency    County Agency    New Position    Change

County of Employment  
Franklin

USUAL WORKING TITLE OF POSITION  
Administrative Assistant 3

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR  
20006380 (41654.0) Telecommunications Network Manager 1

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

Page 1 of 2

## JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
45	Assists in program direction by relieving manager of a variety of difficult administrative duties: develops & implements policies & procedures for key areas of program relative to user access, training, towers, & system key usage; manages business functions within the Multi-Agency Radio Communications System (MARCS) Office (e.g., prepares purchase requests, budget documents, maintenance, & confidential documentation & presentations; develops & implements training programs, screens calls & schedules appointments); answers inquiries regarding policies & procedures; responds verbally & in writing on behalf of the Program Director (e.g., responds to programmatic issues/needs of staff, leads/monitors task forces); serves as liaison between manager & subordinates on programmatic related issues (e.g., staff concerns, system outages); transmits decisions & directives; represents manager at meetings & conferences; assumes responsibility & authority in manager's absence; monitors & maintains MARCS web site; designs, develops & implements forms for use by MARCS customers (e.g., new customer forms, billing detail forms, equipment inventory forms, LEUO User Form); monitors internal processes & makes suggestions for improvement.	Knowledge of (1) business administration; (2) public relations; (3) office practices & procedures; (4) agency policies & procedures*; (5) government structure & process*; Skill in (6) operation of personal computer & associated hardware/software (e.g., MS Office); Ability to (7) define problems, collect data, establish facts, draw valid conclusions; (8) deal with many variables & determine specific action; (9) work alone on most tasks;
45	Designs, develops & implements electronic tracking system for monitoring & maintenance of the training program: monitors current training of staff (e.g., courses taken, courses pending & requested, funding available, billing & budget information, purchase order preparation, maintenance, tracking & in house training as needed); monitors phase two of design & development/implementation inclusion of billing processes & develops standardized method for registering new subscribers & cataloging documentation; serves as liaison to Business Office for external agencies to identify statewide mechanisms for user radio repair procedures, & ensure proper purchasing methods are used & to serve as the liaison & central processing agent for all MARCS equipment (e.g., assignment of radios, cellular & landline maintenance & tracking requests; Telecommunications Service Requests; checks equipment in & out); maintains logs on location & distribution of equipment, spare parts, life expectancy & reorder date; maintains data such as date of purchase, date salvaged, employee assigned to.	Knowledge of 1, 2, 3, 4*, 5*, Skill in 6 Ability to 7, 8, 9.  *developed after employment

JOB CODE TITLE  
Administrative Assistant 3

JOB CODE  
63123

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*Gregory R. Mountz*

*4/11/07*

Apd 4-18-07CB

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10	Performs other job-related duties as assigned: assumes duties of office manager during absences; travels to remote communications sites to perform various logistical functions; provides support for training programs.	Knowledge of 1, 2, 3, 4*, 5*, Skill in 6 Ability to 7, 8, 9.
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Knowledge of 1, 2, 3, 4\*, 5\*,  
Skill in 6  
Ability to 7, 8, 9.

Must submit to & pass personal background check.

\*developed after employment

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Administrative Assistant 3

JOB CODE  
63123

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SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*Gregory R. Monte*

*4/18/17*

April 4-18-17 CB