

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 20006369 (41630.0)	<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 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.		
JOB DESCRIPTION AND WORKER CHARACTERISTICS			
	%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
JOB CODE TITLE Administrative Assistant 3	40	Assists in program direction by relieving administrator of difficult administrative duties related to remote site acquisition & maintenance: develops & implements policies & procedures; serves as liaison between administrator & subordinates; transmits decisions & directives; represents administrator at meetings & conferences; coordinates landowners consent of co-locations; determines necessary terms to enable approval; performs site evaluations for purchases; collects & provides all detailed information on real property for purchase &/or lease (e.g., current value, legal descriptions, tax debt, deed type, transfers); prepares Memorandums of Lease & files at county recorders' offices; coordinates all lot splits &/or real estate inquiries through county auditors, recorders & engineers' offices; responds to lessors & licensors on fiscal payment enquiries; maintains contracts & renewals of all licenses & leases for communication sites; monitors & maintains contract compliance with site warranty & maintenance contractors; recommends all construction & equipment replacement for communication sites; meets with local, state & county government officials relative to site specific issues; attends local council & public meetings to provide information on site infrastructures; meets with land owners & citizens on site related issues (e.g., weed control, security, vandalism); meets with potential co-locators from both private & public sector to determine availability of space on site; works with internal & external systems engineers to ensure compatibility of co-locations; researches costs/fees for state & federal site related leases, licenses, services & equipment; meets with DAS representatives, management, agency computer systems managers & high-level technical staff to provide information on digital trunked mobile communications regarding remote site placement & implementation.	Knowledge of (1) human/public relations; (2) agency policies & procedures*; (3) government structure & process*; (4) site acquisition business practices; (5) public information research techniques & resources; Skill in (6) operation of personal computer & associated software (e.g., MS Access*, MS Word, Excel, PowerPoint*, MS Project*, Publisher*, Visio*, Adobe Photoshop*); Ability to (7) deal with many variables & determine specific action; (8) define problems, collect data, establish facts & draw valid conclusions; (9) work alone on most tasks; (10) cooperate with co-workers on group projects; (11) communicate effectively with & handle inquiries from government officials & general public; (12) comprehend & record figures accurately.
	35	Initiates acquisition, construction & maintenance of remote communication sites as directed: investigates remote communication site acquisition for purchase, lease, memorandum of understanding (MOU) or easement; communicates with land & tower owners for contract negotiations, development & implementation process & procedures (e.g., participates in negotiating terms, conditions & costs); directs contractor to prepare & provide	Knowledge of 1, 2*, 3*, 4, 5 Skill in 6 Ability to 7, 8, 9, 10, 11, 12 *developed after employment
JOB CODE 63123	List Position Numbers and Class Titles of Positions Directly Supervised: 20006370 (41632.0) Executive Secretary 1		SIGNATURE OF AGENCY REPRESENTATIVE <i>Gregory L. Mounts</i>
			DATE 2/15/07

App 2-23-07 CB

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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.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
25	<p>legal descriptions of proposed leased, purchased or easement area for use in preparing agreements; works closely with contractors regarding acquisition & construction of remote communication site infrastructures; reviews & preliminarily approves communication site design documents & drawings; inspects acquired sites & recommends maintenance; monitors site expenditures & advises administrator of issues; maintains site database using MS Access; resolves issues of landowners, tenants; provides reports on sites as requested.</p> <p>Serves as MARCS office manager: orients & trains new staff & recommends training for existing staff; establishes priorities & monitors staff activities; participates in recruitment, placement, classification & employee relations for section; supervises Executive Secretary; maintains office machines & facilities; other related duties as assigned (e.g., assists public relations manager in developing & disseminating public relations programs, researches & responds to inquiries & complaints, furnishes information & explains programs to public, legislators & news media, writes position papers & reports, makes speeches & gives lectures, prepares news releases).</p> <p>Position is overtime exempt.</p>	<p>Knowledge of 1, 2*, 3*, 5, (13) office management; (14) human resources*; Skill in 6 Ability to 7, 8, 9, 10, 11, 12</p> <p>*developed after employment</p>

JOB CODE TITLE
Administrative Assistant 3

JOB CODE
63123

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20006370 (41632.0) Executive Secretary 1

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Gregory L. Mounts

2/15/07

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