100-400U

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
20006371 (41634.0)

JOB CODE TITLE
Administratie Assistant 3

JOB CODE
63123

☒ 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
35	Assists in program direction by relieving superior of variety of difficult administrative duties: formulates & implements policies & procedures; acts for administrator (e.g., responds to programmatic issues/needs of staff, leads/monitors task forces); serves as liaison between administrator & subordinates; transmits decisions & directives; represents administrator at meetings & conferences; assumes responsibility & authority in administrator's absence.	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	Coordinates and develops the MARCS statewide training program: plans, writes & implements training goals; serves as program liaison between MARCS' user agencies & primary contractor; monitors primary contractor compliance to training requirements of the MARCS contract; identifies & coordinates facility requirements to conduct training classes; monitors milestones, development, & delivery of training courses; monitors training budget & expenditures; utilizes motor vehicle to travel statewide to deliver training to users.	Knowledge of 1, 2, 3, 4*, 5*, (10) training practices & procedures; Skill in 6 Ability to 7, 8, 9, (11) obtain & maintain valid Ohio driver's license.
20	Assists MARCS' Public Relations Manager: communicates decisions, directives & information to MARCS staff; advises administrative staff at other agencies & represents MARCS at meetings, seminars & conferences; assists in development of position papers, publications, handouts & correspondence; develops & coordinates public relations programs on behalf of administrator; furnishes information & explains programs to public, legislators & news media; writes position papers & reports; makes speeches & gives lectures; prepares news releases.	Knowledge of 1, 2, 3, 4*, 5* Skill in 6 Ability to 7, 8, 9 (12) deliver speeches before government officials & general public; (13) handle sensitive inquiries from & contacts with officials & general public; (14) resolve complaints from angry citizens & government officials. *developed after employment

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE: Gregory L Mounts

DATE: 1/31/07

Upd 2-5-07 CB