

# POSITION DESCRIPTION

AGENCY/DEPT ID DAS505230

DIVISION OR INSTITUTION  
Office of Information TechnologyUNIT OR OFFICE  
ISD/Enterprise ComputingCOUNTY OF EMPLOYMENT  
FranklinPOSITION NUMBER  
20006447☒ Reclassification☐ New Position☐ UpdatePosition Hyperlinked to ☐

Agency Organizational Tree

USUAL WORKING TITLE OF POSITION

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR  
20006442 Data Systems Administrator☒ Permanent  
☐ Temporary  
☐ Intermittent☒ Classified  
☐ Unclassified  
☐ EssentialOvertime: ☐ Eligible ☒ Exempt

Bargaining Unit

If FLSA Exempt, exemption type:

Page 1 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):

FROM: 8:00 am

TO: 5:00 pm

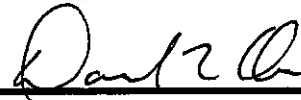
## JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
40	Under administrative supervision, assists in program direction by assuming responsibility for various administrative duties on behalf of Infrastructure Services Division (ISD), Enterprise Computing Administrator: acts as liaison between administrator & section managers; communicates decisions, directives & assignments to staff on behalf of administrator, as well as under own signature; serves as liaison between administration & staff in interpreting policies, procedures & program direction; provides input & guidance & makes decisions on administrative issues; establishes & maintains appropriate tracking & reporting systems to assist administrator in monitoring issues, projects & initiatives; monitors section managers' progress in meeting goals & objectives of ISD & Enterprise Computing; attends meetings to actively participate in presenting information & responding to comments; questions other participants on behalf of administrator; writes & submits reports to administrator summarizing details of meetings attended; takes meeting minutes & prepares for distribution; researches in-house files & other record sources to gather information for administrator; works with ISD Human Resources Coordinator to distribute performance evaluations & ensure timely return; tracks & reports to administrator on evaluations; provides input, guidance & decisions on administrative issues & immediately informs administrator of business conditions that may adversely affect operation of section.	Knowledge of (1) business administration, management or public administration; (2) public relations/customer service; (3) agency policies & procedures*; (4) government structure & process*; (5) office practices & procedures; (6) agency personnel processes*; Skill in (7) operation of personal computer, laser printer & associated software (e.g., Microsoft Word, Excel). Ability to (8) define problems, collect data, establish facts & draw valid conclusions; (9) gather, collate & classify information about data, people or things; (10) maintain accurate records; (11) write standard business correspondence, reports, memoranda & like documents; (12) handle routine & face-to-face contacts with employees, general public, private & government officials.
20	Develops & implements policies & procedures (e.g., tracking goals & objectives of section; processing personnel paperwork, standard operating procedures & policies for administrative processes); provides input, guidance & decisions on administrative issues; establishes & maintains reporting systems for assigned areas of responsibility,	Knowledge of 1, 2, 3*, 4*, 5, 6* Skill in 7 Ability to 8, 9, 10, 12  *developed after employment.

List Position Numbers &amp; Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



12/15/11

JOB CODE TITLE  
Program Administrator 2JOB CODE  
63123apd 12/9/11 *pm*

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## JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
20	Investigates complaints that involve conferring with units/sections in question: summarizes findings & either responds to complainant verbally or in writing & apprises administrator of recommended corrective action to resolve complaint & offset future problems or makes recommendations for administrator's action; prepares & distributes monthly performance reports; receives sensitive phone calls & channels to appropriate parties for response.	Knowledge of 1, 2, 3*, 4*, 5, 6* Skill in 7 Ability to 8, 9, 10, 11, 12, 13.
20	Performs other related administrative functions: receives & responds to correspondence involving requests for general or specific information relative to Enterprise Computing's activities; maintains confidential files; attends & conducts meetings; attends training seminars; assists in preparation of budgets & allotments; reviews & summarizes fiscal, operational & personnel reports; coordinates audit response; oversees office budget development & expenditure controls; prepares reports & maintains logs, records & files; coordinates assigned charitable events for Enterprise Computing; coordinates floor wardens & Agency-Wide Safety & Security Plan updates; maintains essential employee list; in absence of other office support staff, greets & directs visitors; drafts outline of meeting agendas to prepare administrator & forwards such information to meeting participants in advance; assists with payroll processing; makes travel arrangements & verifies expense reports; registers employees for training classes & seminars; disburses petty cash as needed ensuring accountability of disbursements & meets with auditors conducting petty cash audits; orders office supplies as needed; updates employee education records; approves purchases in Paperless Procurement System.  Must submit to & pass personal background check.	Knowledge of 1, 2, 3*, 4*, 5, 6*, (14) agency payroll processing procedures* Skill in 7 Ability to 8, 9, 10, 11, 12, 13, (15) budgeting.

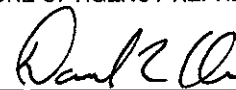
\*developed after employment.

JOB CODE TITLE  
Program Administrator 2JOB CODE  
63123

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DATE



12/15/11