NEW AUG 0 2 1977

OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity*	CLASS TITLE: Activity Therapy Administrator 2	CODE: 44242C
	MAJOR AGENCIES: County Offices, Universities	JURISDICTION: Cnty., Univ.

FUNCTION: Under administrative supervision from institution deputy superintendent, or other administrative superior, acts as overall activity therapy program manager on institution-wide or facility-wide basis & plans, directs & evaluates activity therapy programs for resident, patient, inmate or student groups, coordinates inter & intra-facility activity therapy programs with groups & agencies, ensures training of & supervises filled positions classified as activity therapy administrator 1, activity therapy specialist, general activities therapist, activities aide &/or other assigned staff, monitors activities & ensures training of assigned volunteers &/or student workers, prepares, maintains & oversees preparation & maintenance of work related documentation, attends & participates in meetings, conferences &/or training sessions & performs miscellaneous tasks;

PERFORMS RELATED DUTIES AS REQUIRE

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	66-76	Acts as overall activity therapy program manager on institution-wide or facility-wide basis & plans, directs & evaluates activity therapy programs for resident, patient, inmate or student groups, coordinates inter & intra-hospital or facility activity therapy programs with other agencies & groups (e.g., volunteer &/or student programs), ensures training of & has authority to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward or discipline other public employees (i.e., activity therapy administrator 1 &/or activity therapy specialist, general activiities therapist, activities aide, & other assigned staff); to responsibly direct them; to adjust their grievances; or to effectively recommend such action, with all of preceding requiring independent judgment, monitors activities of & ensures training of assigned volunteers &/or student participants, develops, interprets & monitors implementation of activiity therapy policies & procedures, develops & revises goals, objectives & treatment plans in conjunction with interdisciplinary team, ensures proper staff utilization, accountability & productivity & proper utilization of funds & equipment, & creates special activity therapy programming as special needs arise.	Knowledge of (1) management/supervision, (2) agency &/or state policies & procedures regarding general or specialty area activity therapy activities*, (3) techniques of therapeutic & recreational activities or activity therapy specialty area activities (e.g., therapy or entertainment for mentally, physically &/or emotionally handicapped persons), (4) employee training & development, (5) public relations*; ability to (6) deal with many variables & determine specific action, (7) calculate fractions, decimals & percentages, (8) write instructions regarding proper uses of machinery, equipment or supplies, (9) gather, collate & classify information about data, people or things, (10) establish friendly atmosphere as program manager, (11) develop good rapport with residents, students, patients &/or inmates. *Developed after employment

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123:1-7-17

UNUSUAL WORKING CONDITIONS: May be exposed to physically, mentally &/or emotionally disturbed students, residents, inmates &/or clients; may work rotating shifts.

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* Completion of master's degree program plus one yr. exp. in recreation, specialty area or therapeutic recreation, or completion of bachelor's degree program plus 3 yrs. exp. in recreation, or specialty area or therapeutic recreation, or completion of associate degree program plus 4 yrs. exp. in recreation, specialty area of therapeutic recreation plus: 6 mos. exp. in position acting as lead worker or supervisor; or equivalent.

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RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
2	7-17	Prepares, maintains & oversees preparation & maintenance of work related documentation (e.g., maintains records of employee progress & training status; prepares or assists in preparation of budget; prepares requisitions for equipment & supplies; completes equipment & supply inventories; reviews, prepares & maintains records of student, client or inmate progress, attitude & adjustment; writes training manuals; prepares reports regarding departmental activities & plans for problem correction; reviews & processes job applications).	Knowledge of 1, 2*, 5, (12) budgeting, (13) inventory control*; ability to 7, 9, 10, (14) define problems, collect data, establish facts & draw valid conclusions, (15) prepare & review meaningful, concise & accurate reports.
3	12-22	Attends & participates in meetings, conferences &/or training sessions (e.g., represents department at meetings & conferences such as with community groups or surveying agencies; participates in workshops & seminars to maintain & enhance expertise; serves on committees such as state committees regarding patient treatment; conducts staff meetings to ensure open lines of communication) & performs miscellaneous tasks (e.g., represents facility head at community events; conducts individual & group activity therapy activities; oversees maintenance of supplies, equipment & work areas; organizes special holiday events).	Knowledge of 1, 2*, 3, 4, 5; ability to 6, 9, 11, 14, (16) prepare & deliver talks before specialized audiences & general public, (17) cooperate with co-workers on group projects.

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123:1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENTS: *(including license, if any.)*	TRAINING & DEVELOPMENT: