NEW AUG 0 [illegible]

OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity*	CLASS TITLE: Administrative Officer 1	CODE: 63131C
	MAJOR AGENCIES: County Offices, Universities	JURISDICTION: Cnty., Univ.

FUNCTION: Under administrative supervision from agency head or other higher-level administrator, supervises 10-20 clerical & administrative employees to plan, direct & coordinate activities of major non-technical division of state agency or in Department of Transportation, coordinates all activities between district & region concerning right of way affairs;

-PERFORMS RELATED DUTIES AS REQUIRED

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	46-56	Organizes & directs all program activities & has authority to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward or discipline other public employees (i.e., 10-20 clerical, professional & administrative employees), to responsibly direct them, to adjust their grievances, or to effectively recommend such action, with all of preceding requiring independent judgment, or in Department of Transportation, coordinates all activities between district & region concerning right of way affairs.	Knowledge of (1) management, (2) supervision; ability to (3) define problems, collect data, establish facts & draw valid conclusions, (4) establish friendly atmosphere as manager of division.
2	4-24	Analyzes & develops policies & procedures.	Knowledge of 1; ability to 3, (5) write reports, policies, procedures & regulations.
3 (607)	3-23	Attends or conducts meetings with public officials, private industry & general public; speaks on program & policy matters; answer telephone & written inquiries & complaints.	Knowledge of (6) public relations; ability to (7) prepare & deliver speeches before general public, (8) handle sensitive telephone & face-to-face inquiries & contacts with public & government officials.
4	1-11	Interprets laws, rules & regulations; assures that all program activities are within state & federal statutes & regulations; prepares legal documents.	Ability to 5, (9) interpret an extensive variety of legal material.
5 123:1-7-17	0-8	Analyzes, discusses & makes recommendations concerning agnency policies & procedures.	Knowledge of 1; ability to 3, 9.

*Developed after employment

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENTS: *(including license, if any.)*	TRAINING & DEVELOPMENT:
May require overnight travel.	Completion of academic core coursework in business or public administration (or 30 mos. administrative, management or supervisory exp.); or equivalent.	

OHIO
CLASSIFICATION
SPECIFICATION
Developed for Equal Opportunity

CLASS TITLE: Administrative Officer 1

CODE: 63131C

MAJOR AGENCIES: County Offices, Universities

JURISDICTION: Cnty., Univ.

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
6	0-6	Hires subordinate staff, conducts staff training & conferences; investigates & resolves personnel & disciplinary problems.	Knowledge of 1, 2, 6, (10) employee training & development; ability to 4.
7	0-6	Prepares & monitors budget; maintains fiscal controls; purchases supplies & equipment.	Knowledge of 1, (11) budgeting; ability to 3, (12) calculate fractions, decimals & percentages.
8	0-5	Prepares regular reports on status of programs; supervises preparation of fiscal & personnel studies, program analyses.	Knowledge of 2*; ability to 3, 5.

(600)

123:1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS:

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)*

TRAINING & DEVELOPMENT:

FORM ADM-4134

CLASS TITLE Administrative Officer 1

CODE: 63131 C