NEW AUG 0 ? 1987

OHIO CLASSIFICATION SPECIFICATION
Developed for Equal Opportunity

CLASS TITLE: Administrative Officer 2

MAJOR AGENCIES: County Offices, Universities

CODE: 63132C

JURISDICTION: Cnty., Univ.

FUNCTION: Under administrative supervision from agency head or other higher-level administrator, supervises 21 or more clerical, professional, & administrative employees to plan, direct & coordinate activities of major division, section or department of state agency or in Department of Transportation, administers Bureau of Facilities Management or acts as assistant to chief of Bureau of Motor Transportation or directs entire operation of Traffic Maintenance Shop; PERFORMS RELATED DUTIES AS REQUIRED

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	26-46	Analyzes & develops policies & procedures of division, section or department or in Department of Transportation, prepares & keeps current six-year capital improvements building program & updates every two years for submission to legislature or ensures implementation of fleet management program.	Knowledge of (1) management; ability to (2) define problems, collect data, establish facts & draw valid conclusions.
2	29-39	Organizes & directs all division activities & has authority to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward or discipline other public employees (i.e., 21 or more 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 administers Bureau of Facilities Management or acts as assistant to Chief of Bureau of Motor Transportation or directs entire operation of Traffic Maintenance Shop.	Knowledge of 1, (3) supervision; ability to (4) establish friendly atmosphere as manager of division.
3	11-21	Maintains liaison with public officials, private agencies & general public; explains policies & programs; responds to telephone & written inquiries & complaints.	Knowledge of (5) public relations; ability to 2, (6) prepare & deliver speeches, (7) handle sensitive telephone & face-to-face inquiries & contacts with public & government officials.
4	4-24	Plans, directs & coordinates personnel & fiscal activities; develops & monitors budget; approves expenditures; administers recruitment, placement, classification & employee relations for division.	Knowledge of 1, 3, (8) employee training & development, (9) labor relations, (10) budgeting, (11) interviewing; ability to 4, (12) calculate fractions, decimals & percentages.

(609)

123-1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS: May require overnight travel.

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* Completion of academic core coursework in business or public administration & 6 mos. exp. in either field (or 36 mos. administrative, management or supervisory exp.); or equivalent.

TRAINING & DEVELOPMENT:

FORM ADM-4134

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