

STATE OF OHIO (DAS)

CLASSIFICATION

SPECIFICATION

CLASSIFICATION SERIES:

OEB Information & Education Coordinator

SERIES NO.:

1686

MAJOR AGENCIES:

Ohio Education Broadcasting Commission

EFFECTIVE DATE:

11/25/2001

SERIES PURPOSE:

The purpose of the information & education coordinator occupation is to serve as project leader for information and education support services and formulate, implement, administer and coordinate statewide Ohio Education Broadcasting Commission operations, policies, procedures and initiatives.

At the full performance level, incumbents serve as project leader for information and education support services and formulate, implement, administer and coordinate statewide Ohio Education Broadcasting Commission operations, policies, procedures and initiatives.

CLASS TITLE:

OEB Information & Education Coordinator

CLASS NUMBER:

16861

EFFECTIVE DATE:

11/25/2001

CLASS CONCEPT:

The full performance class works under general direction & requires extensive knowledge of educational broadcasting support services & operational policies & procedures in order to serve as project leader for information & educational support services & formulate, implement, administer & coordinate statewide Ohio Educational Broadcasting Commission operations, policies, procedures & initiatives.

CLASS TITLE: OEB Information & Education Coordinator	CLASS NUMBER: 16861	BARGAINING UNIT: EX
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EFFECTIVE DATE:

11/25/2001

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Serves as project leader for information & education support services, formulates, implements, directs, administers & coordinates statewide Ohio Education Broadcasting Commission operations & initiatives, provides program direction & coordinates program with key personnel, collaborators & constituents involved in statewide program initiatives, monitors & maintains spending plan for each assigned project, prepares periodic reports of project status for use by agency staff & network commission, monitors & reports status of funds & maintains budget.

Coordinates leases of instructional programs/series with regional programming services & national program distributors on behalf of colleges, universities, educational technology agencies & television stations; procures program services, initiates agreements & oversees payments for colleges, universities, educational technical agencies & TV stations; establishes & maintains Ohio network's ITV feed schedule of ITV programs to affiliated educational television stations through traffic automation computer systems, publishes & distributes ITV schedules to appropriate TV station personnel & agency staff; provide technical assistance to educational technology agency, TV station, higher education &/or Ohio Schoolnet personnel.

Provides technical assistance involving use of technology in elementary & secondary education, higher education, vocational & special education; facilitates technology standards development & statewide strategies to specialized personnel; provides advice to director of information & education services; responds to telephone & written inquiries; serves as agency liaison with agencies & organizations involved in educational technology; serves on professional committees; represents agency in conferences, meetings &/or seminars; represents network with state, regional & nation organizations & represents Ohio interests with regional & national committees & groups; prepares & makes presentations to OEB staff & other specialized groups.

MAJOR WORKER CHARACTERISTICS:

Knowledge of state & federal laws pertaining to telecommunications & educational field; federal communications commission regulations applicable to broadcasting; information technology standards; national education technology standards; managerial principles; Ohio Education Broadcasting Commission operational policies & procedures; public relations; budgeting. Skill in operation of personal computer; word processing equipment; database. Ability to use research methods in gathering data; define problems, collect data, establish facts & draw complex conclusions; prepare complex reports & position papers; use statistical analysis; prepare & present materials to specialized groups.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate core program in educational technology or academic field commensurate with program area to be assigned based on approved position description; 2 yrs. trg. or 2 yrs. exp. in administrative or staff position involving formulation or development of policies & procedures.

-Or equivalent of minimum class qualifications for employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Not applicable.