

STATE OF OHIO (DAS)

CLASSIFICATION

SPECIFICATION

CLASSIFICATION SERIES:

Development Specialist Administrator

SERIES NO.:

6631

MAJOR AGENCIES:

Agriculture & Transportation only

EFFECTIVE DATE:**SERIES PURPOSE:**

The purpose of the development specialist administrator occupation is to promote economic development programs & assist their participants or to plan & coordinate transportation planning.

Incumbents assist in division management responsibilities as primary assistant to deputy director or directs all functions carried out by the Office of Planning & supervise assigned staff.

This class is restricted to use in the Department of Agriculture's International Trade Development Section, the Department of Transportation's Office of Planning housed in the central office location only.

CLASS TITLE:

Development Specialist Administrator

CLASS NUMBER:

66316

EFFECTIVE DATE:

07/26/1998

CLASS CONCEPT:

The expert level class works under administrative direction & requires extensive knowledge of economic development programs & regulations & business or public administration, urban & regional planning, transportation planning or engineering in order to assist in division management responsibilities as primary assistant to deputy director of International Trade Development & supervise assigned personnel or to direct all functions carried out by the Office of Planning, housed in central office location of Department of Transportation & supervise assigned personnel.

CLASS TITLE: Development Specialist Administrator	CLASS NUMBER: 66316	BARGAINING UNIT: EX
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EFFECTIVE DATE:

07/26/1998

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.)

In Department of Agriculture, acts as primary assistant to deputy director of division & in absence of deputy director, assumes all division management responsibilities, analyzes & evaluates programs (e.g., market research projects, trade shows, trade missions, reverse buying missions, promotions), policies & procedures, exercises administrative responsibility for budgeting, fiscal control, personnel management & program evaluation, provides technical advice internally & to high-level corporate & government officials, participates in policy formulation, development & implementation & supervises assigned staff;

OR

In Department of Transportation, central office location only, directs all functions carried out by Office of Planning (e.g., directs staff in development of programs & policies; establishes & maintains statewide multi-modal transportation planning process to coordinate transportation planning; exercises administrative controls on all matters involving forecasting of economic factors which affect short & long term planning of multi-modal transportation projects; exercises management over development, implementation & monitoring of all transportation related programs), provides technical advice & recommendations to deputy director concerning policy formulation & project selection, establishes priorities & monitors adherence thereto, plans & recommends changes to office's organizational structure, staffing levels, duties, workloads & availability of funding & supervises assigned staff.

Administers & coordinates projects & programs; develops program goals & objectives; assists in policy formulation, development & implementation; or develops & writes policy & other communications for director's signature; prepares & oversees budgets & program funding & sets up system of fiscal control; provides data & disseminates information to state, corporate &/or local executives concerning regulations & requirements; prepares progress reports & maintains records.

Represents director, assistant director, deputy director &/or governor at public hearings, meetings, conferences & seminars; conducts seminars & speaks to business & industrial groups, social agencies &/or general public; provides technical advice to high-level governmental, corporate & business leaders &/or local executives on private or government development issues or project planning & requirements; consults with department heads, directors & other government officials on policy matters; prepares & delivers speeches before large audiences &/or small technical groups & committees.

MAJOR WORKER CHARACTERISTICS:

Knowledge of public relations; economic & development or transportation planning regulations*; business administration, public administration, international trade, engineering, transportation planning with knowledge to be commensurate with position to be assigned; technical writing; budgeting; employee training & development; supervisory principles/techniques. Ability to review & approve program evaluations, budgets & funding associated with economic development or transportation planning; handle confidential & important contacts with agencies, business executives, governmental officials & public; create administrative reports & policy; prepare & deliver technical speeches before large audiences or small technical groups & committees.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of graduate major core coursework commensurate with position to be assigned (e.g., business administration, public administration, international trade, economic development, engineering, urban & regional planning or transportation planning); 18 mos. trg. or 18 mos. exp. in economic development, international trade, or transportation planning whichever is commensurate with position to be assigned; 9 mos. trg. or 9 mos. exp. in technical writing; 9 mos. trg. or 9 mos. exp. in public relations; 6 mos. trg. or 6 mos. exp. in budgeting; 6 mos. trg. or 6 mos. exp. in employee training & development; 6 mos. trg. or 6 mos. exp. in supervisory principles/techniques.

-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.