



OHIO DEPARTMENT OF TRANSPORTATION POSITION DESCRIPTION

PN 20050824
 TITLE COLLEGE INTERN
 JOB CODE 99940

DIVISION/DISTRICT #02	DEPT ID DOT021600	HQ COUNTY Wood	<input checked="" type="checkbox"/> FILLED <input type="checkbox"/> VACANT	<input type="checkbox"/> OVERTIME ELIGIBLE <input checked="" type="checkbox"/> OVERTIME EXEMPT EXEMPT TYPE:	<input type="checkbox"/> PERMANENT <input checked="" type="checkbox"/> TEMPORARY <input type="checkbox"/> INTERNAL INTERIM
NORMAL WORKING HOURS (HOURS MAY VARY DUE TO OPERATIONAL NEED.) FROM: 8:00AM TO: 5:00PM			<input type="checkbox"/> BU # []	<input type="checkbox"/> CAREER PROF	<input checked="" type="checkbox"/> UNCLASSIFIED
<input type="checkbox"/> NEW POSITION <input checked="" type="checkbox"/> UPDATE <input type="checkbox"/> RECLASS FROM:			PN & TITLE OF IMMEDIATE SUPERVISOR 20050821 Public Information Officer 1		
WORKING TITLE:			<input type="checkbox"/> POSITION HYPERLINKED TO TABLE OF ORGANIZATION		
%	JOB DUTIES IN ORDER OF IMPORTANCE	KNOWLEDGE, SKILLS, & ABILITIES			
65	<p>This is a temporary position involving various duties that will either supplement the student's major field of study and/or provide experience that is a useful addition to the student's education and meaningful preparation for future professional employment.</p> <p>Under supervision & training of Public Information Officer or other designated staff, assists on a variety of technical tasks (e.g., gathers information & writes articles; operates digital camera to take photos & videos of interest concerning district employees & ODOT activities (e.g., public meetings, construction season kick-off, wellness events, district rodeo); uses personal computer & computer software Adobe InDesign & PhotoShop to design & layout the newsletter; gathers information on road closures, lane restrictions, & detours, new highway openings, road maintenance activities (e.g., snow & ice removal, road repairs), highway construction projects, & special events to assist in writing & distributing press releases, development of informational brochures & fact sheets & updating ODOT websites & social media outlets (e.g. Twitter, Facebook); assists with preparing displays for special events).</p>	<p>Knowledge: (8a) Employee Training & Development; (13b*) Agency Policies & Procedures (e.g., ODOT); (19) Humanities (e.g., Public Relations, Journalism, Communications). Skills: (25b*) Word Processing (e.g., Adobe InDesign,, Photoshop, Twitter, Facebook); (29) Equipment Operation (e.g., personal computer, digital camera). Abilities: (30f) deal with problems involving several variable familiar in context; (32t) use proper research methods in gathering data; (33e) gather, collate, classify information about data, people or things; (34c) Cooperate with co-workers on variety of projects.</p> <p>Knowledge: 13b*; 19. Skills: (25b*) (e.g. Microsoft Power Point); 29 (e.g., computer, state vehicle). Abilities: 30f; 32t; 33e; (34d) answer routine questions from the public.</p> <p>(*) Developed after employment</p>			
35	<p>Performs miscellaneous duties to facilitate the operational efficiency of the work unit (e.g., answers telephone & takes messages; provides information about ODOT activities &/or programs by responding to inquiries received by telephone, e-mail, & feedback form; researches & archives news articles related to ODOT & utilizes scan function of copy machine; develops presentations for use by Public Information Officer or other staff using Microsoft PowerPoint software; operates state vehicle to travel to & from construction projects, special events, county garages & other related sites within the District).</p> <p>Must show proof of driver's license to operate state vehicles.</p>				
LIST PN & TITLES OF POSITIONS DIRECTLY SUPERVISED			DDD signature on file _____ DATE _____ DIVISION/DISTRICT DEPUTY DIRECTOR'S SIGNATURE _____ CENTRAL OFFICE ADMINISTRATION ONLY _____ DATE _____ CENTRAL OFFICE APPROVAL Per: HR PLAN [] or HRPMF []		