

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
General Services Division

UNIT OR OFFICE
State Architect's Office

POSITION CONTROL NUMBER
11002.0

CLASS TITLE
Administrative Assistant 2

CLASS NUMBER
63122

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Assistant to the State Architect

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
11000.0 Deputy Director 5

NORMAL WORKING HOURS (Explain unusual or rotating shift)
8:00 a.m. - 5:00 p.m.

Page 1 of 2

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
45	Acts for State Architect by providing operational coordination, administrative support & project management: independently answers complex &/or confidential correspondence & prepares responses for State Architect's signature; oversees day-to-day activities of unit; interfaces with project management team (e.g., prepares Gantt charts, monitors project schedules); tracks pending actions with management staff; provides assistance & support in project planning & management; serves as liaison between State Architect, management staff, subordinates & public, which requires knowledge of design/construction language & terminology (e.g., communicates decisions, directives &/or assignments & does follow-up on outstanding issues with appropriate customers or staff); formulates & implements program policies & procedures relating to State Architect's Office internal operations (e.g., independently researches & drafts written procedures & internal policies; makes recommendations; assists State Architect in planning & execution of such policies & procedures); initiates & transmits decisions & directives; assists in development & maintenance of SAO website & Ohio Register.	Knowledge of (1) business administration; (2) public relations; (3) design/construction language & terminology; (4) agency policies & procedures*. Skill in (5) operation of personal computer & associated hardware/software (e.g., MS Word, Excel, Access, PowerPoint, Dream Weaver). Ability to (6) understand manuals & verbal instructions, technical in nature; (7) define problems, collect data, establish facts & draw valid conclusions; (8) prepare meaningful, concise & accurate reports & correspondence; (9) gather, collate & classify information about data, people, or things, (10) handle sensitive telephone & face-to-face inquiries & contacts with general public, (11) plan, develop & coordinate multiple projects; (12) make administrative & procedural decisions.
15	Independently researches & resolves assigned policy & operational issues on matters not related to technical architectural issues: researches issues to provide information for decision making.	Knowledge of 1, 4* Ability to 7, 8, 9, 12
20	Performs public relations duties: researches & responds to inquiries & complaints; furnishes information & explains programs to public & other interested parties.	Knowledge of 2, 3, 4* Ability to 6, 7, 8, 9, 10, 12 *developed after employment

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Richard M. Hickman / [Signature]

5/18/05

april 5-18-05 al

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20	<p>Provides administrative support to State Architect: schedules meetings; prepares & produces various agendas, reports & correspondence; organizes work files; maintains schedule for State Architect; provides direction to staff members, vendors & contractors, & performs other duties as assigned.</p> <p>This position is overtime exempt.</p>	<p>Knowledge of 1, 2, 4* Skill in 4 Ability to 8, 9, 11, 12, (13) maintain accurate records.</p> <p><u>Position Specific Minimum Qualifications</u></p> <p>12 mos. trg. or 12 mos. exp. in providing project management administrative support in design & construction industry;</p> <p>12 mos. trg. or 12 mos. exp. in technical writing, business writing or paralegal writing, or a combination of the above.</p> <p>*developed after employment</p>

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