

# POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY  
Department of Administrative Services

DIVISION OR INSTITUTION  
General Services Division

UNIT OR OFFICE  
Office of Procurement Services/CRP

State Agency     County Agency     New Position     Change

County of Employment  
Franklin

USUAL WORKING TITLE OF POSITION  
Administrative Assistant

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR  
15400.0 Management Analyst Supervisor 2

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

## JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
60	Relieves manager of non-routine administrative duties by planning, organizing, & coordinating work assignments using technical expertise & judgment: performs initial analysis on all business proposals (e.g., receives business proposals, cross-reference administrative rules & guidelines & determines whether there are exceptions). Acts as program lead worker in preparing contracts (e.g., formats business submissions; formats correspondence; facilitates location of meetings, etc.). Formulates & implements program policies & procedures (e.g., business proposal internal review, procurement list maintenance, etc.). Represents program at meetings. Acts as liaison between office, Qualified Nonprofit Agencies, (QNA'S) & public in general. Presents business proposals & makes recommendations to manager; prepares & maintains QNA roster & monitors Ohio Ethics financial disclosure forms & documents for compliance. Acts as lead worker over program staff (e.g., trains, schedules & assigns/reviews work).	Knowledge of (1) public relations; (2) human relations; (3) office management; (4) office practices & procedures; (5) agency policies & procedures*; (6) government structure & process*. Skill in (7) operation of personal computer associated hardware/software (e.g., Window Excel, Spreadsheet, Word, Access, PowerPoint) (8) Calculator Ability to (9) define problems, collect data, establish facts & draw valid conclusions), (10) interpret extensive variety of technical material in books, journals & manuals; (11) add, subtract, multiply & divide whole numbers; (12) understand manuals & verbal instructions, technical in nature; (13) prepare meaningful, concise & accurate reports; (14) gather, collate & classify information about data, people or things; (15) handle sensitive inquiries from & contacts with officials & general public.
30	Coordinates collection of statistical information for office reports (e.g., exceptions to pricing guidelines contained in administrative rules) & assists in planning, developing & preparing reports. Participates in formulating & preparing administrative rules. Conducts or participates in research projects related to program's goals & objectives. Oversees maintenance of procurement list of approved products & services (e.g., updates, purges & makes copies of list). Assists, coordinates & monitors routing of products & service proposal packets to appropriate staff members to conducts analysis (e.g., attaches routing forms to proposals, maintains original file).	Knowledge of 1, 2, 3, 5*, 6* Skill in 7 Ability to 9, 10, 11, 12, 13, 14, 15.  *developed after employment

POSITION CONTROL NUMBER  
15402.0

CLASS TITLE  
Administrative Assistant 2

CLASS NUMBER  
63122

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*Richard M. Hickman*    06-23-05

April 7-14-05

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### JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
10	<p>Manages business functions of office (e.g., maintains &amp; updates office calendar; coordinates &amp; schedules office travel arrangements, serves as payroll supervisor, etc.). Researches &amp; responds to inquiries &amp; complaints from department personnel, committee, staff, Qualified Nonprofit &amp; state agencies &amp; public. Coordinates meetings &amp; appointments for office &amp; other interested parties. Performs other clerical functions (e.g., prepares &amp; disseminates memos, correspondence, research papers &amp; mailing to public; maintains forms &amp; manual files; answers phone; copies reports &amp; letters; orders &amp; stocks office supplies). Performs other related duties as assigned.</p>	<p>Knowledge of 1, 3, 4, 5*, 6*. Skill in 7 Ability to 9, 10, 11, 12, 13, 14, 15.</p> <p>*developed after employment</p>

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15402.0

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Administrative Assistant 2

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SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*Richard M. Hickman* 06-23-05

*apdl 7-14-05 al*