

# POSITION DESCRIPTION

AGENCY/DEPT ID  
Department of Administrative Services/  
DAS101000

DIVISION OR INSTITUTION  
Administrative Support

UNIT OR OFFICE  
Office of Director

COUNTY OF EMPLOYMENT  
Franklin

POSITION NUMBER  
20005399

Reclassification     New Position     Update    Position Hyperlinked to  Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: Chief of Operations    POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: SEE TABLE OF ORGANIZATION

Permanent     Classified    Overtime:  Eligible     Exempt    Bargaining Unit 22  
 Temporary     Unclassified  
 Intermittent     Essential    If FLSA Exempt, exemption type: Executive    PR - 00  
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NORMAL WORKING HOURS (Explain unusual or rotating shift):  
FROM: 8:00 a.m. TO: 5:00 p.m.

### JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
65	On behalf of Director of Department of Administrative Services (DAS), serves as Chief of Operations in order to plan, direct & coordinate activities of division & offices under purview, & supervise assigned staff; oversees day-to-day operations of Office of Information Technology (OIT) & Administrative Support Division's Offices' of Legal Services, Employee Services & Finance; manages & coordinates agency's legal affairs &, with Chief Legal Counsel, advises Director on legal matters; confers with Director in order to provide programmatic leadership & input for all strategic plan implementation processes; works with State Chief Information Officer (CIO) & office administrators in formulating & implementing policy, goals, objectives & procedures in alignment with DAS Strategic Plan; develops & executes strategies to address programmatic issues; works with State CIO & office administrators & staff to coordinate activities &/or resolve problems; analyzes operations to evaluate performance of offices or its staff in meeting objectives &/or to determine areas of potential cost reduction, program improvement or policy change; directs program operations to ensure compliance with applicable agency policies, laws & rules; develops methodologies to assess viability &/or success of programs; monitors & evaluates effectiveness of programs, considering integration with other initiatives; assists in preparing budgets for approval, including those for funding or implementation of programs; acts as Director in absence of Director or Assistant Director, as assigned.	Knowledge of (1) business administration/management science/public administration; (2) budgeting; (3) program/project management; (4) federal & state legislative processes; (5) federal, state & agency laws, rules & regulations relating to DAS*; (6) public relations concepts & practices; (7) agency specific resources available to research inquiries*; (8) management/supervision (9) employee training & development. Skill in (10) operation of personal computer & associated hardware/software (e.g., Microsoft Office Suite) & use of Internet); (11) dealing with high-level government officials. Ability to (12) manage senior level staff; (13) read & comprehend legal documents; (14) understand government funding processes; (15) coherently & professionally communicate ideas to diverse groups; (16) analyze, write & edit legislation, position papers & other materials for publication; (17) evaluate multiple variables & determine specific course of action; (18) use proper research methods in gathering data; (19) establish friendly atmosphere as operations chief.
35	Assumes responsibility for developing OIT & assigned ASD leadership: develops & implements strategic planning; consults with appropriate staff to improve the efficient delivery of assigned services; conducts &/or directs research to analyze & evaluate alternative methods for process improvement.	Knowledge of 1, 2, 3, 4, 5*, 6, 7*, 8, 9 Skill in 10, 11 Ability to 12, 13, 14, 15, 16, 17, 18  *developed after employment

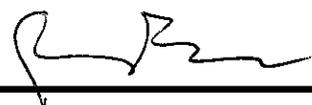
JOB CODE TITLE  
99585 Policy Staff

JOB CODE  
99585

List Position Numbers & Job Titles of Positions Directly Supervised:  
SEE TABLE OF ORGANIZATION

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



7/16/14

apd 7-16-14