

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS105625

DIVISION OR INSTITUTION
General Services Division

UNIT OR OFFICE
State Architect's Office

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20005496

Reclassification

New Position

Update

Position Hyperlinked to
Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
Assistant to the State Architect

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20005519 Deputy Director 5

Permanent
 Temporary
 Intermittent

Classified
 Unclassified
 Essential

Overtime: Eligible Exempt

Bargaining Unit 22

If FLSA Exempt, exemption type:
Administrative

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NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00a.m. TO: 5:00p.m. (Report-in location subject to change.)

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
50	Acts for State Architect by providing operational coordination, administrative support & project coordination; independently answers complex &/or confidential correspondence & prepares responses for State Architect's signature; oversees day-to-day activities of unit; interfaces & coordinates project activities with Service Managers (e.g., Project Services, Program Services, Capital Planning Services, Energy Services) which requires knowledge of design & construction industry language & terminology (e.g., communicates & explains decisions, directives &/or assignments, & follows up on outstanding issues with appropriate staff, agencies/institutions, or construction industry project representatives); tracks pending actions with management staff; develops & implements program policies & procedures related to SAO internal operations (e.g., independently researches & drafts written procedures & internal policies, pilots programs, makes recommendations, & assists State Architect in planning & execution of such policies & procedures for implementation).	Knowledge of (1) business administration; (2) public relations; (3) design & construction industry language & terminology; (4) agency policies & procedures*; (5) project coordination (e.g., planning & development of project/program requirements & providing input to design, development, testing/pilot, training & full scale implementation). Skill in (6) operation of personal computer & associated hardware/software (e.g., MS Word, Excel, PowerPoint, Outlook). Ability to (7) understand manuals & verbal instructions, technical in nature; (8) define problems, collect data, establish facts & draw conclusions; (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) observe, track & manage many details; (13) organize time & materials to meet deadlines; (14) make administrative & procedural decisions.
25	Acts as liaison with DAS & GSD Human Resources & assists State Architect in coordinating all activities related to SAO human resources (e.g., assisting staff with time reporting issues, coordinating employee evaluations, tracking continuing education & training of staff, assisting with updating position descriptions); leads SAO new employee orientation program & maintains orientation materials; develops & maintains staff development programs for staff.	Knowledge of: 1, 2, 3, 4*, 5, (15) human resources. Skill in 6 Ability to 7, 8, 9, 10, 11, 12, 13, 14 *developed after employment

JOB CODE TITLE
Administrative Assistant 2

JOB CODE
63122

List Position Numbers & Job Titles of Positions Directly Supervised:
20076291 College Intern
20075329 College Intern

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Jeffrey Westhoven/ce

7/22/10

Apr 7-22-10 pw

