

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS/DAS105110

DIVISION OR INSTITUTION
General Services Division

UNIT OR OFFICE
Deputy Director's Office

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20005500

Reclassification New Position Update Position Hyperlinked to Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
Assistant Deputy Director for General Services

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 Page 1 of 2

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	Acts as Assistant Deputy Director of General Services Division by directing service assurance operations of the division, Risk Management, Properties & Facilities, and Real Estate & Planning program areas, and general administrative functions of the Deputy Director's Office: develops & administers division service, financial, & project performance levels; develops & implements strategies for continual improvement; develops & administers division standard operating procedures; monitors performance levels and activities to ensure department/division service levels, goals & objectives are met; writes & issues directives & memoranda; prepares reporting systems (e.g. work plan progress, performance measures, trends & future requirements); supervises assigned staff.	Knowledge of (1) strategic planning; (2) human resources, office & project management; (3) contract & employment law; (4) supervision; (5) public relations; (6) agency policies & procedures* Skill in (7) use of personal computer & software (e.g. MS Office Suite, PeopleSoft*); (8) statistical analysis; Ability to (9) use proper research methods in gathering data; (10) handle sensitive inquiries; (11) resolve complaints from customers; (12) define problems, collect data, establish facts, & draw valid conclusions; (13) evaluate multiple variables & determine specific course of action; (14) foster positive morale & spirit of cooperation with & for division; (15) effectively communicate ideas to diverse groups; (16) formulate & implement policy & procedure; (17) prepare meaningful, concise & accurate documents.
20	Manages operational projects: drafts & reviews general design documents; analyzes & defines risks that may impact projects; defines specific activities to be performed to produce project deliverables; ensures scheduled time frames are met; resolves concerns & responds to inquiries; reports delivery problems & provides performance data to deputy director.	Knowledge of 1, 2, 4, 6* Skill in 7, 8 Ability to 9, 10, 11, 12, 13, 14, 15, 17
15	Coordinates statewide program by establishing & maintaining liaisons with public agencies, vendors, & customers: attends conferences; gives testimony; provides information to acquaint stakeholders with services provided by GSD.	Knowledge of 2, 5, 6*. (18) marketing Skill in 7, 8 Ability to 10, 11, 12, 13, 15, 17

*developed after employment

JOB CODE TITLE
Deputy Director 5

JOB CODE
61315

List Position Numbers and Class Titles of Positions Directly Supervised:

See Table of Organization

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



3/13/14

Appl 3.13.14 (cc)