

POSITION DESCRIPTION		AGENCY/DEPT ID DAS105220
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE Business Office	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005505 JOB CODE TITLE Administrative Assistant 2 JOB CODE 63122	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update			Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree
	USUAL WORKING TITLE OF POSITION Administrative Assistant 2		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005500 Fiscal Officer 2	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input type="checkbox"/> Essential	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type: Administrative	Bargaining Unit 22 Page 1 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 7:00 a.m. TO: 4:00 p.m. Report in location subject to change			
	JOB DESCRIPTION AND WORKER CHARACTERISTICS			
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
	40	Assists in program direction by relieving Procurement & Payables Manager of non-routine administrative duties related to General Services Division's internal procurement program: formulates, implements & ensures compliance with internal procurement policies & procedures; answers complex correspondence & phone calls; serves as liaison between manager & program units regarding internal purchasing procedures; transmits decisions & directives; represents manager at meetings; assumes responsibility & authority in manager's absence; evaluates requisitions from other program units for compliance issues; approves requisitions for processing; coordinates any required pre-approvals & purchase justification requirements; ensures vendors are in compliance with OAKS & with state procurement rules; oversees purchase orders & change orders; oversees & monitors receiving activity in program units.	Knowledge of (1) budgeting; (2) Generally Accepted Accounting Principles (GAAP); (3) state procurement policies & procedures*; (4) applicable state & federal laws, rules, procedures & standards governing fiscal oversight*; (5) business administration; (6) agency policies & procedures*; (7) OAKS financials modules*. Skill in (8) using standard office software (e.g., Microsoft Suite, Word, Excel, Access, Power Point, Publishing); (9) operation of personal computer to create, edit/revise, store & purge documents using office systems software. Ability to (10) carry out detailed written or oral instructions; (11) deal with problems involving several variables in familiar context; (12) apply principles to solve practical, everyday problems; (13) define problems, collect data, establish facts & draw valid conclusion; (14) prepare meaningful, concise & accurate reports.	
	25	Monitors for compliance all accounts payable requirements for General Services Division (GSD); supports program units with travel requests; assures coding & compliance of travel requests; ensures correct coding, purchase order & approvals for all invoices; responds to vendor inquiries; coordinates invoices not approved by Ohio Shared Services; coordinates & monitors any unresolved pay card issues; coordinates & monitors any electronic data interchange issues.	Knowledge of 1, 2, 3*, 4*, 6*, 7* Skill in 8, 9 Ability to 10, 11, 12, 13.	
	*developed after employment.			
	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE	DATE
		<i>Jeffrey W. Stohonenka</i>	4/28/10	

April 4-28-10 (au)

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS105220

DIVISION OR INSTITUTION
General Services Division

UNIT OR OFFICE
Business Office

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20005505

Reclassification

New Position

Update

Position Hyperlinked to

Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
Administrative Assistant 2

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20005500 Fiscal Officer 2

Permanent
 Temporary
 Intermittent

Classified
 Unclassified
 Essential

Overtime: Eligible Exempt

Bargaining Unit 22

If FLSA Exempt, exemption type:
Administrative

Page 2 of 2

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FROM: 7:00 a.m.

TO: 4:00 p.m.

Report in location subject to change

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
20	Performs procurement & payables support functions: prepares comprehensive up-to-date reports on cash levels, budgets, disbursements & payroll spending; processes plan adjustment worksheets to transfer funding to cover expenditures; oversees divisional MBE & EDGE spending programs (e.g., promotes usage, provides projections & reporting); coordinates records retention program.	Knowledge of 1, 2, 3*, 4*, 5, 6*, 7* Skill in 8, 9 Ability to 10, 11, 12, 13, 14.
15	Supports Procurement & Payables Manager & Budget & Fiscal Services Manager with various special projects: assists in audits, inventory control & maintains Business Office unit's website; updates charts of accounts; assists with telecommunications coordination.	Knowledge of 1, 2, 3*, 4*, 5, 6*, 7* Skill in 8, 9, (15) using web programming software Ability to 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:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Jeffrey Westhausen/ce

4/28/10

April 4.28.10 RW