

<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID DAS/DAS105635
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE State Architect's Office	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005525	<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 Program Services Coordinator	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005557 Architect Administrator	
<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	Bargaining Unit 22
If FLSA Exempt, exemption type: Administrative			Page 1 of 3
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	<p>Assists in program direction by relieving Program Services Administrator of non-routine administrative duties related to professional design &amp; consulting services acquisition for State Architect's Office (SAO) administered projects: manages professional design &amp; consulting services program (e.g., reviews &amp; analyzes request, interviews vendors, scores, gives input, tallies results, communicates outcome, reports on status/issues/results, which requires use &amp; understanding of construction terminology &amp; associated contract language); coordinates activities related to local administration requests (e.g., manages incoming request/application, reviews &amp; monitors progress, notifies agencies on status/issues/results); coordinates activities related to operating/capital budget requests &amp; legislative inquiries (e.g., gathers data, researches information, drafts submissions, responds to legislative inquiries); recommends office process changes; formulates &amp; implements program policies &amp; procedures (e.g., professional design &amp; consulting services acquisitions, SAO administration requests; usage reports); responds to administrative issues/needs of staff; serves as liaison between administrator &amp; subordinates; transmits decisions &amp; directives; represents administrator at meetings; advises &amp; assists with formulation &amp; tracks status of goals, objectives, &amp; office metrics; provides advice to aid administrator in strategic &amp; succession planning initiatives; researches &amp; analyzes program, procedures &amp; policies &amp; evaluates data related to office activities/programs to prepare analytical reports, spreadsheets, graphs &amp; charts; researches &amp; responds to inquiries &amp; complaints; investigates issues &amp; finds resolution; coordinates, attends &amp; facilitates meetings, as necessary.</p>	<p>Knowledge of (1) accounting; (2) applicable state &amp; federal laws, rules &amp; regulations governing documents processed, reviewed &amp;/or prepared*; (3) public relations &amp; customer service techniques; (4) multi-phase, large-budget construction projects; (5) project coordination (e.g., planning &amp; development of project/program requirements &amp; providing input to project design, development, testing/pilot, training &amp; full scale implementation); (6) electronic forms &amp; their relationship within Excel workbook; (7) construction industry terms &amp; related contract language.</p> <p>Skill in (8) operation of personal computer &amp; associated software (e.g., MS Word, Excel, PowerPoint, Outlook); (9) use of advance MS Word &amp; Excel function (e.g., formulas, linking workbook, importing/exporting data, merging); (10) use of state accounting system*.</p> <p>Ability to (11) efficiently manage multiple tasks at same time; (12) organize time &amp; materials to meet deadlines; (13) observe, track &amp; manage many details; (14) apply principles to solve simple &amp; complex problems; (15) gather, collate &amp; classify information about data, people, or things; (16) define problems, collect data, establish facts &amp; draw valid conclusions;</p> <p>*developed after employment.</p>
List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE
		DATE
		<i>Jeffrey Westhoner</i> 5/18/09

apd 5-20-09  
 JOB CODE TITLE  
 Administrative Assistant 2  
 JOB CODE  
 63122

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POSITION NUMBER 20005525  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	
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	JOB DESCRIPTION AND WORKER CHARACTERISTICS			
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	20 Exercises independent authority over SAO training & development program: manages training program & assists with SAO college training certification program (e.g., planning events, developing presentations, coordinating outside presenters, organizing AIA or other credits, tracks & reports on progress using Excel); confers with management on specific training needs for program areas; coordinates, develops, schedules & documents internal events for staff; presents training programs on OAKS CI, Local Administration & Consultant programs; provides information on education to maintain local administration certifications; analyzes & evaluates various training programs; assists with staff training & development (e.g., planning events, developing presentations, coordinating outside presenters, organizing AIA or other credits); assists in identifying outside training opportunities for staff.	(17) communicate effectively with project team, SAO staff & management (e.g., advise on how to complete electronic forms); (18) organize & maintain accurate records; (19) complete project work assignments accurately & in timely manner.  Knowledge of 2*, 3, 4, 5, 6, 7, (20) adult training methods; (21) training & development. Skill in 8, 9 Ability to 11, 12, 13, 14, 15, 16, 17, 18, 19		
	20 Performs public relations duties & provides support with external communications (e.g., SAO E-News, marketing materials) & required internal reports; assists with editing, publishing & posting of SAO standard documents; provides support with updates to SAO website, electronic forms; provides support with implementation of OAKS-CI; responsible for facility asset management system (e.g., tag, log & track equipment, provide quarterly reports); furnishes information & explains program to public & contractors, A/E firms, & consultants; performs other related duties as assigned.	Knowledge of 2*, 3, 4, 5, 6, 7 Skill in 8, 9, 10* Ability to 11, 12, 13, 14, 15, 16, 17, 18, 19  *developed after employment.		
List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE <i>Jeffrey Westhonenke</i>	DATE 5/18/09	

Appl 5-20-09 al

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10	Provides administrative support to SAO Service Managers, as needed: (e.g., Program, Project, Energy & Capital Planning); coordinates activities related to special events & meetings (e.g., coordinates & schedules meeting rooms & office staff, computers & audio visual equipment for meetings & training sessions).	Knowledge of 2*, 4, 5, 6, 7 Skill in 8, 9, 10* Ability to 11, 12, 13, 14, 15, 16, 17, 18, 19		
This position is overtime exempt.		Position Specific Minimum Qualifications: 2 yrs. exp. in project coordination (e.g., planning & development of project/program requirements & providing input to project design, development, testing/pilot, training & full scale implementation); 2 yrs. exp. using construction industry terms & related contract language.		
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JOB CODE TITLE  
Administrative Assistant 2

JOB CODE  
63122