

# POSITION DESCRIPTION

AGENCY/DEPT ID  
DAS/DAS106245

DIVISION OR INSTITUTION  
General Services Division

UNIT OR OFFICE  
Office of Real Estate & Planning

COUNTY OF EMPLOYMENT  
Franklin

POSITION NUMBER  
20005626

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: 20005699 Real Estate Administrator 2

Permanent       Classified      Overtime:  Eligible       Exempt      Bargaining Unit 22  
 Temporary       Unclassified  
 Intermittent       Essential      If FLSA Exempt, exemption type: Administrative      Page 1 of 2

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

### JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
50	Assists Administrator in program direction by relieving superior of non-routine administrative duties: coordinates projects; independently formulates decisions &/or judgments involving real estate & planning operations; formulates & implements policies & procedures for office (e.g., commercial leasing, planning & design, appraisal review, property acquisition, surveyor activities); transmits decisions & directives of Real Estate Administrator; interfaces & coordinates project activities with unit employees which requires knowledge of real estate & interior design language & terminology; responds to administrative & programmatic issues/needs of Real Estate & Planning staff; assists with formulation of goals & metrics; monitors goals & metrics; gathers information to assist in strategic planning of Office of Real Estate & Planning functions; assists in preparation & monitoring of work plans, employee performance goals, & performance improvement plans; represents Real Estate Administrator, management & other office staff at meetings.	Knowledge of (1) business administration; (2) public relations; (3) real estate & planning language & terminology; (4) agency policies & procedures*; (5) project coordination. Skill in (6) operation of personal computer & associated software (e.g., MS Word, Excel, PowerPoint, Outlook). Ability to (7) carry out detailed instructions in verbal or written form; (8) define problems, collect data, establish facts & draw conclusions; (9) gather, collate & classify information about data, people or things; (10) plan, develop & coordinate multiple projects; (11) observe, track & manage many details; (12) organize time & materials to meet deadlines; (13) make administrative & procedural decisions.
20	Researches & analyzes programs, policies & procedures & evaluates data related to office functions: maintains Office of Real Estate & Planning databases & active project reports; prepares analytical reports, spreadsheets, graphs & charts;	Knowledge of 1, 2, 3, 4* Skill in 6 Ability to 8, 9, 10, 11, 12, 13, (14) prepare meaningful, concise & accurate reports.
10	Manages business & support functions of administrator's office: develops & maintains Real Estate Administrator's calendar & appointment schedule; composes & prepares complex & confidential correspondence, reports & files; maintains Office of Real Estate & Planning table of organization; drafts & formulates manuals & publications for distribution; updates position descriptions; prepares records retention & disposal schedules & arranges record transfers; orders various material as needed; schedules & coordinates meetings	Knowledge of 1, 2, 3, 4* Skill in 6 Ability to 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:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*Jeffrey Westhoven/ee*

8/13/09

apd 9-14-09 al

<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID DAS/DAS106245
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE Office of Real Estate & Planning	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005626	<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 20005699 Real Estate Administrator 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 2 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m.      TO: 5:00 p.m.      Report in location subject to change.			

JOB DESCRIPTION AND WORKER CHARACTERISTICS		
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
20	Performs public relations & training duties: greets customers/visitors; handles sensitive telephone calls & channels calls to appropriate parties for response; serves as orientation guide for new employees & maintains orientation materials; coordinates & monitors training & development program for staff; schedules employees for training; organizes training sessions; develops training session agendas; other duties as assigned.	Knowledge of 2, 3, 4* Skill in 6 Ability to 7, 8, 9, 12, (15) handle sensitive telephone & face-to-face inquiries & contacts with general public.

\*developed after employment

april 9-14-09 al

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE <i>Jeffrey Westhoven</i>	DATE 8/13/09
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