

<h1>POSITION DESCRIPTION</h1>		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 20005630	<input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/>	
			Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION Administrative Professional 4		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 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
60	Provides secretarial & non-routine administrative support to Real Estate Administrator: coordinates projects; independently formulates decisions &/or judgments involving real estate & planning operations; 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 established goals & metrics; supervises assigned staff (e.g., gives work direction, approves leave, creates & administers employee performance evaluations, administers, discipline); 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; researches & analyzes programs, policies & procedures & evaluates data related to office function (e.g., maintains Office of Real Estate & Planning databases & active project reports); prepares analytical reports, spreadsheets, graphs & charts.	Knowledge of (1) public relations; (2) commercial real estate & planning language & terminology; (3) agency policies & procedures*; (4) project coordination; (5) supervisory techniques*. Skill in (6) operation of personal computer & associated software (e.g., MS Word, PowerPoint, Outlook) with advanced operation of MS Excel (i.e., creating spreadsheets, charts, graphs, tables with formulas). Ability to (7) carry out detailed instructions in verbal or written form; (8) define problems, collect data, establish facts & draw conclusions; (9) plan, develop & coordinate multiple projects; (10) organize time & materials to meet deadlines; (11) make administrative & procedural decisions; (12) prepare meaningful, concise & accurate reports.
		*developed after employment.

JOB CODE 16874	List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	Office Assistant 2	<i>Jeffrey Westhoven/ka</i>	1/31/12

Appl 1.31.12 @ 649

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	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	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* Skill in 6 Ability to 7, 8, 9, 10, 11, 12	
	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 1, 2, 3*, 5* Skill in 6 Ability to 7, 8, 9, 10, 11, 12, (13) handle sensitive telephone & face-to-face inquiries & contacts with general public.	
Position Specific Minimum Qualifications:				
12 months experience in Microsoft Word, Access, & Excel (i.e., creating spreadsheets, charts, graphs, tables);				
12 months experience in language & terminology associated with commercial real estate or interior design.				
*developed after employment.				
JOB CODE 16874	List Position Numbers & Job Titles of Positions Directly Supervised: Office Assistant 2		SIGNATURE OF AGENCY REPRESENTATIVE <i>Jeffrey Westhoven/ce</i>	
			DATE 1/31/12	

Appl 1-31-12 *GW*