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

|   |  |   |   |                                       |
|---|--|---|---|---------------------------------------|
| POSITION NUMBER<br>20005630<br><br>JOB CODE TITLE<br>Administrative Professional 4<br><br>JOB CODE<br>16874 | <input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input type="checkbox"/> Update   |   | Position Hyperlinked to <input type="checkbox"/><br>Agency Organizational Tree  |                                       |
|   | USUAL WORKING TITLE OF POSITION<br>Administrative Professional 4   |   | POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR<br>20005699 Real Estate Administrator 2  |                                       |
|   | <input checked="" type="checkbox"/> Permanent<br><input type="checkbox"/> Temporary<br><input type="checkbox"/> Intermittent   | <input checked="" type="checkbox"/> Classified<br><input type="checkbox"/> Unclassified<br><input type="checkbox"/> Essential   | Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt<br><br>If FLSA Exempt, exemption type:<br>Administrative | Bargaining Unit 22<br><br>Page 1 of 2 |
|   | NORMAL WORKING HOURS (Explain unusual or rotating shift):<br>FROM: 8:00 a.m.      TO: 5:00 p.m.      Report in location subject to change.   |   |   |                                       |
|   | <b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>  |   |   |                                       |
| %   | 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*.<br>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).<br>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.  |   |                                       |
| List Position Numbers & Job Titles of Positions Directly Supervised:<br>20005705 Office Assistant 3         |  | SIGNATURE OF AGENCY REPRESENTATIVE<br><i>Jeffrey Westhoven/ea</i>   | DATE<br>2/8/12  |                                       |

Appl 2.7.12 *aw*

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|   | <input checked="" type="checkbox"/> Permanent<br><input type="checkbox"/> Temporary<br><input type="checkbox"/> Intermittent               | <input checked="" type="checkbox"/> Classified<br><input type="checkbox"/> Unclassified<br><input type="checkbox"/> Essential   | Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt<br><br>If FLSA Exempt, exemption type:<br>Administrative  | Bargaining Unit 22<br><br>Page 2 of 2 |
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|   | <b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>  |   |  |                                       |
|   | %  | 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*<br>Skill in 6<br>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*<br>Skill in 6<br>Ability to 7, 8, 9, 10, 11, 12, (13) handle sensitive telephone & face-to-face inquiries & contacts with general public.  |                                       |
|   |  |   | Position Specific Minimum Qualifications:<br><br>12 months experience in Microsoft Word, Access, & Excel (i.e., creating spreadsheets, charts, graphs, tables);<br><br>12 months experience in language & terminology associated with commercial real estate or interior design. |                                       |
|   |  |   | *developed after employment.   |                                       |
| List Position Numbers & Job Titles of Positions Directly Supervised:<br><br>20005705 Office Assistant 3   |  | SIGNATURE OF AGENCY REPRESENTATIVE<br><br><i>Jeffrey Westhoven/ce</i>   | DATE<br><br>2/8/12   |                                       |

Copied 2.7.12 (aw)