

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services
DAS105000

DIVISION OR INSTITUTION
General Services Division

UNIT OR OFFICE
Deputy Director's Office

COUNTY OF EMPLOYMENT
FRANKLIN

POSITION NUMBER
20005634

Reclassification New Position Update Position Hyperlinked to Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
College Intern

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
See Table of Organization

Permanent
 Temporary
 Intermittent

Classified
 Unclassified
 Essential

Overtime: Eligible Exempt

Bargaining Unit 14

If FLSA Exempt, exemption type:

Page 1 of 1

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00am TO: 5:00pm (Report-in location & work hours subject to change.)

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
60	Assists with developing & executing project proposals/plans for all operating units within General Services Division (e.g., Deputy Director's Office, State and Federal Surplus, Fleet Management, Real Estate & Planning, Procurement Services, Risk Management, State Printing, Properties & Facilities): analyzes & evaluates programs, performance metrics, procedures & policies; conducts research & applies critical thinking to resolve identified issues; provides technical advice to aid deputy director's office in decision making; creates & maintains training & guidance resources; researches & responds to inquiries & complaints; prepares reports and executive briefings; facilitates meetings & makes presentations.	Knowledge of (1) business administration, public administration or related field; (2) data analysis; (3) operational, mathematical, analytical &/or statistical research techniques used in problem solving or decision making; (4) project management; (5) state government organization, processes & timelines*. Skill in (6) verbal/written communication; (7) operation of personal computer & associated software (e.g. MS Word, Excel, PowerPoint, Outlook, OAKS*); Ability to (8) think critically to define problems, collect data & information, establish facts & draw valid conclusions; (9) maintain congenial & respectful work relationships with diverse groups of people; (10) respond to inquiries in courteous & friendly manner; (11) prepare meaningful, accurate & concise reports; (12) prioritize work assignments; (13) work on assignments with little supervision.
25	Collects, organizes & analyzes data: prepares & maintains reports, records & evaluations related to research or surveys conducted; identifies trends; provides suggestions on program or process improvements.	Knowledge of 1, 2, 3 Skill in 6, 7 Ability to 8, 9, 10, 11, 12, 13
15	Serves in informational &/or advisory capacity with program units of General Services Division: coordinates meetings; follows up on action items; prepares progress reports & timelines; provides assistance with reviewing college intern applications and interviewing/selecting future interns; other duties as assigned.	Knowledge of 1, 4 Skill in 6, 7 Ability to 11, 12, 13

*developed after employment.

JOB TITLE
College Intern

JOB CODE
99940

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



8/25/16

Apd 8.25.16 (cc)