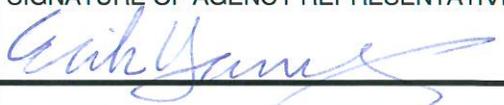


POSITION DESCRIPTION		AGENCY/DEPT ID Department of Administrative Services DAS105000
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE Deputy Director's Office	COUNTY OF EMPLOYMENT FRANKLIN

POSITION NUMBER 20005634	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/>												
	USUAL WORKING TITLE OF POSITION College Intern		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR See Table of Organization												
	<input type="checkbox"/> Permanent <input checked="" type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input type="checkbox"/> Classified <input checked="" type="checkbox"/> Unclassified	Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt	Bargaining Unit 14											
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00am TO: 5:00pm (Report-in location & work hours subject to change.)		If FLSA Exempt, exemption type: Page 1 of 1												
JOB DESCRIPTION AND WORKER CHARACTERISTICS															
<table border="1"> <thead> <tr> <th style="width: 5%;">%</th> <th style="width: 60%;">Job Duties in Order of Importance</th> <th style="width: 35%;">Knowledge, Skills & Abilities</th> </tr> </thead> <tbody> <tr> <td>60</td> <td>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; writes position papers & reports; facilitates meetings & makes presentations.</td> <td>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.</td> </tr> <tr> <td>25</td> <td>Collects, organizes & analyzes data: prepares & maintains reports, records &/or technical evaluations related to research or surveys conducted; identifies trends; provides suggestions on program or process improvements.</td> <td>Knowledge of 1, 2, 3 Skill in 6, 7 Ability to 8, 9, 10, 11, 12, 13</td> </tr> <tr> <td>15</td> <td>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.</td> <td>Knowledge of 1, 4 Skill in 6, 7 Ability to 11, 12, 13 *developed after employment.</td> </tr> </tbody> </table>				%	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; writes position papers & reports; 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 &/or technical 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.
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JOB CODE 99940	JOB TITLE College Intern	List Position Numbers & Job Titles of Positions Directly Supervised:													
		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 4/5/16												

Apd 4.6.16 (cc)