

<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID DAS/DAS105000
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE Deputy Director's Office	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005643	<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 Executive Assistant		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR See Table of Organization	
	<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: 8:30 a.m.    TO: 5:00 p.m.    Report in location and hours subject to change			
	<b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>			
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
	55	Assists Deputy Director in non-routine administrative support by independently formulating decisions /or judgments involving non-legal interpretation of policies & procedures related to General Services Division: serves as liaison between Deputy Director, Senior staff, & subordinates; transmits decisions & directives; analyzes performance management reports; tracks, collects & provides performance index reports to Deputy quarterly; maintains flexible performance agreement goals; maintains master set of goals for division & eight program areas (e.g., Business, Fleet, Procurement, Risk, Printing, Office of Properties & Facilities, Real Estate & Planning, State Architect's Office); maintains files for program area work plans; assists in formulation & implementation of policies; researches & responds to inquiries & complaints; prepares responses for Deputy Director's signature; creates & maintains signature authority/delegations & retention schedules; tracks & follows-up on Deputy's assignments to direct reports, legal staff & others; assists & provides support as needed on special projects & events (e.g., Employee Recognition & Quality Service Recognition Ceremonies, GSD lobby PowerPoint presentation).	Knowledge of (1) business administration; (2) public relations; (3) agency policies & procedures*; (4) government structure & process*; (5) English grammar & composition; (6) records management; (7) business communications; (8) general office practices & procedures. Skill in (9) operation of personal computer & associated hardware/software (e.g., MS Word, Excel, Access, PowerPoint, Visio)  Ability to (10) gather, collate & classify information about data, people or things; (11) define problems, collect data, establish facts & draw valid conclusions; (12) maintain confidentiality; (13) handle sensitive telephone & face-to-face inquiries & contacts with general public and other public employees; (14) write letters, papers & reports; (15) define problems, collect data, establish facts & draw valid conclusions; (16) prepare meaningful, concise & accurate reports.	
			*developed after employment.	
	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE 	
			DATE 5/20/14	

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JOB CODE TITLE  
Administrative Professional 4

JOB CODE  
16874

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POSITION NUMBER 20005643           JOB CODE TITLE Administrative Professional 4           JOB CODE 16874	<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 Executive Assistant		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR See Table of Organization	
	<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: 8:30 a.m.    TO: 5:00p.m.    Report in location and hours subject to change			
	<b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>			
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
	30	Manages office functions of Deputy Director's office: runs Time & Labor reports to ensure time has been entered & approved; maintains leave requests on Deputy Director's direct reports; assigns & tracks all Governor's & Director's assigned correspondence; acquires signatures & routes paperwork for program areas; assists with budgetary information; maintains equipment, inventory & stock of office supplies; assists Employee Relations & Business Operations as needed; responds to front desk & security issues; directs variety of visitors; manages Deputy's communications (e.g., answer & direct emails & phone calls, maintain phone coverage schedule, processes mail [pick-up, drop-off, open, distribute], provide annual updates for State telephone directory & email distribution lists); coordinates meetings (e.g., scheduling, secure meeting location, solicit for agenda items, prepare agenda, attend meeting, takes & distributes minutes) for Deputy Director (e.g., GSD Senior Team, 1-on-1s with managers, other various meetings).	Knowledge of 1, 2, 3*, 4*, 5, 7, 8 Skill in 9 Ability to 10, 11, 12, 13, 14	
	15	Performs public relations duties & provides support with external communications: supports & markets intranet; interfaces with DAS/ITS on IT issues with division-wide impact (e.g., web updates, GSD Intranet, telephone lists, policies & procedures, GSD weekly); furnishes information & explains programs to public; coordinates reports (e.g., Director's Weekly, GSD Newsweek, monthly, quarterly & annual reports); other duties as assigned.	Knowledge of 1, 2, 3*, 4*, 5, 7, 8 Skill in 9 Ability to 10, 11, 12, 13, 14	
				*developed after employment.
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Apr 5-20-14 cc