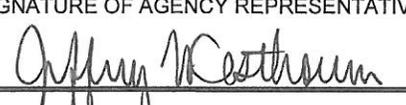


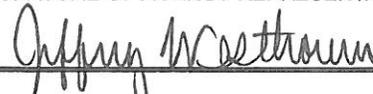
POSITION DESCRIPTION		AGENCY/DEPT ID DAS/DAS105110
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE Deputy Director's Office	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005643	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" 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 20005495 Deputy Director 6	
	<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	Bargaining Unit 22
If FLSA Exempt, exemption type: Administrative		Page 1 of 2		
NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:30 a.m. TO: 5:00 p.m. (Hours and location subject to change.)				

JOB DESCRIPTION AND WORKER CHARACTERISTICS		
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
55	Assists in program direction by relieving Deputy Director of non-routine administrative duties related to General Services Division including Emergency Support Function (ESF) duties: serves as liaison between Deputy Director, Senior staff, subordinates, &/or emergency response team members; 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; formulates & implements policies & procedures (e.g., Emergency Support Function, Use of GSD Shared Access Conference Rooms); 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; creates Emergency Support Function documents & emergency response plans; assists & provides support as needed on special projects & events (e.g. emergency response functions & meetings, 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) state emergency response plan (SRP); (6) national response plan (NRP); (7) national incident management system (NIMS); (8) incident command structure (ICS). 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.		
JOB CODE TITLE Administrative Assistant 2	JOB CODE 63122	SIGNATURE OF AGENCY REPRESENTATIVE 
List Position Numbers & Job Titles of Positions Directly Supervised:		DATE 7-25-11

Appl 7.22.11 (AK)

POSITION DESCRIPTION		AGENCY/DEPT ID DAS/DAS105110
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE Deputy Director's Office	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005643	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree									
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	<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								
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JOB DESCRIPTION AND WORKER CHARACTERISTICS												
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List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 7-25-11									

Upd 7.22.11 (AW)

JOB CODE TITLE
 Administrative Assistant 2

JOB CODE
 63122