POSITION DESCRIPTION

AGENCY/DEPT ID
DAS106175

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
General Service Division	Office of Procurement Services	Franklin

POSITION NUMBER 20005664

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
Executive Secretary 2

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20005642 Management Analyst Supervisor 2

☒ Permanent ☐ Temporary ☐ Intermittent

☒ Classified ☐ Unclassified ☐ Essential

Overtime: ☒ Eligible ☐ Exempt

If FLSA Exempt, exemption type:

Bargaining Unit 22

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NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 7:30 am TO: 4:30 pm Report in location subject to change

JOB CODE TITLE Executive Secretary 2

JOB CODE 16833

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
50	Serves as lead worker by providing secretarial & non-routine administrative support to Office of Procurement Services independently formulating decisions: provides Ohio Administrative Knowledge System (OAKS) work direction & training to co-workers & agencies; offers help desk support; creates reference & training materials for agency use; provides on-site training to agencies on how to navigate procurement website to locate current contracts & enter requisitions into OAKS system; provides work direction & training to co-workers on Omnicom bidder registration & Omnicom contract management; submits OAKS security applications & documents new or changed processes; prepares correspondence &/or reports; processes quarterly overtime canvass.	Knowledge of (1) office management; (2) office practices & procedures*; (3) agency policies & procedures*; (4) employee training. Skill in (5) operation of computer & associated hardware/software (e.g., MS Word, Excel, Outlook, Omnicom). Ability to (6) carry out detailed but basic written or oral instructions; (7) maintain accurate records; (8) screen mail; (9) proofread materials, recognize errors & make corrections; (10) sort items into categories; (11) answer routine telephone calls.
30	Maintains State Procurement Omnicom contract management software: enters, proofs & troubleshoots issues with revenue share term & STS contracts ; updates & adds security profiles; adds United Nations Standard Products & Services Code (UNSPSC), delivery terms & vendor files; notifies bidder of new or changed codes; provides instructions for bidder to update their registration; notifies agencies & internal employees on new codes &/or changes to contracts.	Knowledge of 1, 2*, 3* Skill in 5 Ability to 6,7, 8, 9, 10, 11
20	Provides quality control & maintains data: verifies bid/contract data has been entered correctly on the Procurement Web site & OAKS; organizes and maintains shared group drive documents and server documents; maintains templates for term contracts, bids & terms & condition templates, forms, and files; performs backup duties for Procurement Support staff (e.g. use personal computer to convert Invitation to Bid [ITB] Request for proposals & related addenda/amendment documents into PDF format; links related documents within acrobat reader; saves PDF document to web server directory, updates Procurement Opportunities website; assigns bid number, index number & opening dates; proofs all documentation for accuracy; posts opportunities addenda for non-DAS agencies & cooperative purchasing entities upon request; creates user accounts & updates announcements in web base application).	Knowledge of 1, 2*, 3* Skill in 5 Ability to 6,7, 8, 9, 10, 11 *developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE: [signature]

DATE: 8-3-11

Appl 8·3·11 (a)