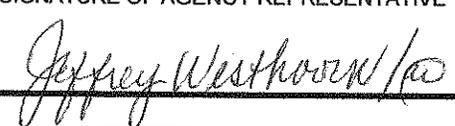


POSITION DESCRIPTION		AGENCY/DEPT ID DAS106135
DIVISION OR INSTITUTION General Service Division	UNIT OR OFFICE Office of Procurement Services	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005664	<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 Secretary 2		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005658 State Purchasing Procurement Manager	
	<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 checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit 22 Page 1 of 2
NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 7:30 am TO: 4:30 pm Report in location subject to change				
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: 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 application & documents new or changed processes; prepares correspondence &/or reports.	Knowledge of (1) office management; (2) office practices & procedures*; (3) agency policies & procedures*; (4) employee training & development. Skill in (5) operation of personal computer & associated hardware/software (e.g., MS Word, Excel, Outlook). 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.		
25	Provides support to office on implementation of Omnicom contract management: researches data conversion issues; provides data entry support during conversion of paper documents to electronic format.	Knowledge of 1, 2*, 3* Skill in 5 Ability to 6, 7, 8, 9, 10, 11		
15	Performs backup duties for Procurement Support staff by using personal computer to convert Invitation to Bid Request for proposals: converts related addenda/amendment document into PDF format; links related documents within acrobat reader; saves PDF document to appropriate web server directory; enters Invitation to Bid Request for proposal contract & related addenda/amendment documents into web database (e.g., Bid/RFP number, posting date, opening date, inquiry dates, title of opportunity, terms & conditions & name of associated PDF documents) to update 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				
JOB CODE 16833	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE 	
JOB CODE TITLE Executive Secretary 2			DATE 4/7/09	

apl 4-8-09 al

