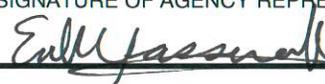


POSITION DESCRIPTION		AGENCY/DEPT ID DAS/DAS105000
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE Office of Procurement Services	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005685	<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 Administrative Professional 3		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 checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit 14 Page 1 of 1											
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 am TO: 5:00 pm Report in location and work hours subject to change.														
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>Acts as lead worker over lower-level administrative &/or office support: provides 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; provides help desk support; creates references & training materials for agency use; provides on-sight training to agencies regarding how to navigate Procurement website to locate current contracts & enter requisitions into OAKS system; provides work direction & training to co-workers in Omnicom system regarding bidder registration & contract management; submits OAKS security applications & documents, new or changed processes; prepares correspondence &/or reports; processes quarterly overtime canvas.</td> <td>Knowledge of (1) office management; (2) of 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*). 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List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 4/27/16												

Appd 4-28-16 ee