

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS106210

DIVISION OR INSTITUTION
General Services Division

UNIT OR OFFICE
Properties & Facilities

COUNTY OF EMPLOYMENT
Franklin

Reclassification
 New Position
 Update
 Position Hyperlinked to Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: Assistant to the Chief Administrator
 POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: 20005707 Administrative Officer 3

Permanent
 Classified
 Overtime: Eligible
 Exempt
 Bargaining Unit 22
 Temporary
 Unclassified
 Intermittent
 Essential
 If FLSA Exempt, exemption type: Administrative
 Page 1 of 1

NORMAL WORKING HOURS (Explain unusual or rotating shift):
 FROM: 8:30 am TO: 5:30 pm Report in location subject to change

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
75	Assists Office of Properties & Facilities (OPF) Chief Administrator & Facilities Management Section Administrator with a variety of complex & non-routine administrative duties: responds to administrative & programmatic issues/needs of staff; serves as a liaison between Chief Administrator & subordinates; transmits decisions & directives; assists in developing policies & procedures for OPF; represents administrators at meetings; schedules meetings; assists with formulation & monitors status of goals & objectives, budgets, progress reports, office metrics, emergency recovery plans & annual reports; gathers information to assist administrators in strategic & succession planning; assists supervisors in preparing work plans & employee performance goals & performance improvement plans; researches & analyzes programs, policies & procedures & evaluates data related to office functions/programs to prepare analytical reports, spreadsheets, graphs & charts; develops & maintains Chief Administrator's appointment schedule; researches & responds to inquiries & complaints; composes & prepares complex/confidential correspondence, reports & files on behalf of office to staff & external parties; investigates issues & finds resolution; mediates disputes; attends & facilitates meetings as necessary.	Knowledge of (1) business administration; (2) budgeting; (3) public relations; (4) meeting facilitation; (5) agency policies & procedures* Skill in (6) operation of personal computer & associated hardware/software (e.g., MS Word, Excel, Access, Visio, PowerPoint, Outlook) Ability to (7) define problems, collect data, establish facts & draw valid conclusions; (8) gather, collate & classify information according to established methods; (9) handle sensitive telephone & face-to-face inquiries & contacts with public & government; (10) deal with many variables & determine specific action; (11) maintain accurate records; (12) prepare meaningful, concise & accurate reports.
10	Coordinates & monitors OSHA training program for OPF - Facilities Management: schedules employees for training; organizes training sessions (e.g., schedules trainer; reserves training room); develops agendas; logs & maintains employee training information.	Knowledge of 1, 3, (13) coordinating training programs. Skill in 6 Ability to 8, 11, 12
15	Works with Office of Employee Relations in providing human resource assistance to program managers & employees: maintains office Table of Organization & employee roster; drafts correspondence, manuals & publications for distribution; reviews & approves leave requests in Chief Administrator's absence; updates position descriptions; screens job applications; participates on interview panels; prepares screening & selection criteria; provides orientation program to new employees.	Knowledge of 1, 3, (14) interviewing; (15) applicant screening. Skill in 6 Ability to 6, 8, 10, 12, (16) responds to routine & sensitive inquiries with employees, general public, customers, vendors & officials.

*developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Jeffrey Westhonenka 4/7/10

POSITION NUMBER
20005693

JOB CODE TITLE
Administrative Secretary 2

JOB CODE
30610

Apr 4.7.10