100-100U

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS106210

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
General Services Division	Properties & Facilities	Franklin

POSITION NUMBER 20005693

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Assistant to the Support Services Manager	20005714 Administrative Officer 1

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified ☐ Essential	Overtime: ☒ Eligible ☐ Exempt If FLSA Exempt, exemption type:	Bargaining Unit 22 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 CODE TITLE Administrative Secretary 2

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
75	Assists Support Services Manager with a variety of complex & non-routine administrative duties: responds to administrative & programmatic issues/needs of staff; transmits decisions & directives; assists in developing policies & procedures for OPF; schedules meetings; assists with formulation & monitors status of goals & objectives, budgets, progress reports, office metrics, emergency recovery plans & annual reports; 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; 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: 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

JOB CODE 30610

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	Randall J. Howard	3.4.11

appl 3-4-11 ok