

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services
DAS106490

DIVISION OR INSTITUTION
General Services Division

UNIT OR OFFICE
Properties & Facilities

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20005714

JOB TITLE
Administrative Officer 1

JOB CODE
63131

Reclassification New Position Update

Position Hyperlinked to
Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
Support Services Manager

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20005707 Administrative Officer 3

Permanent
 Temporary
 Intermittent

Classified
 Unclassified
 Essential

Overtime: Eligible Exempt

Bargaining Unit 22

If FLSA Exempt, exemption type:
Administrative

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NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 a.m. TO: 5:00 p.m. Report in location subject to change.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
20	Coordinates human resource processes through direction of Employee Services: conducts new employee orientation & exit interviews with OPF; coordinates personnel transactions; reviews overtime & vacation schedules to assure adequate daily staffing for OPF customer service support call center to answer phones; writes & submits new position descriptions; reviews job applications for OPF positions & recommends candidates to interview; provides assistance to section Managers in developing structured interview questions; participates in structured interview; monitors & tracks OPF employee evaluations & assists Managers & Supervisors in development of goals, objectives & work plans; writes justifications; updates job descriptions; assists in preparation of sensitive correspondence & policy; interprets new legislation, rules & regulations; assists in developing & publishing OPF goals, performance indexes, policies, procedures & guidelines; performs special projects & miscellaneous activities assigned by Chief Administrator.	Knowledge of: 1, 3, 5, 9, 12* Skill in: 13, 14 Ability to: 15, 16, 17, 18, 19, 20
20	Organizes, coordinates & monitors work order management system: conducts data entry of work requests into databases; coordinates work requests with facility maintenance personnel; tracks labor hours & associated costs; coordinates work requests with appropriate DAS facility; provides work request status updates as needed & scheduling of OPF managed conference rooms; manages & organizes completion of GSD telephone service requests (TSR)'s & routinely updating building telephone directory; inspects work in progress & completed work; serves on committees; responds to telephone or written inquiries & complaints.	Knowledge of: 1, 3, 5, 9, 12* Skill in: 13, 14 Ability to: 15, 16, 17, 18, 19, 20

Position Specific Minimum Qualifications:
12 mos. exp. in developing budgets, calculating cost projections, preparing fee schedules & operating statements.
12 mos. exp. in workforce planning.

* developed after employment.

List Position Numbers & Job Titles of Positions Directly Supervised:
20005693 Administrative Profess 3 20005783 Office Assistant 3
20005711 Clerk 3 20072222 Inventory Control Specialist 2
20005712 Program Administrator 1
20005713 Purchasing Agent

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Jeffrey Westhoven/jc

1/5/12

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