

POSITION DESCRIPTION		AGENCY/DEPT ID Department of Administrative Services DAS301610
DIVISION OR INSTITUTION Human Resources Division	UNIT OR OFFICE Office of Learning & Professional Dev.	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005932	<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 Assistant 3		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005924 Training Academy Program Director	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit Page 1 of 2
NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m. TO: 5:00 p.m.				

JOB DESCRIPTION AND WORKER CHARACTERISTICS		
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
50	Relieves administrator of variety of difficult administrative tasks in the Office of Learning & Development Administrator (OLPD) for the Learning Resource Center; works with internal & external partners to develop, direct & oversee various learning resources (i.e. written training materials, course curriculum, audio/visual materials; equipment; software, course listings; facilitator lists; vendors; & outside resources) for use by state agencies in providing learning opportunities for staff; formulates & implements policies & procedures for Learning Resource Center; determines program budget requirements & monitors expenditures; prepares requests for proposals & recommends awards; approves vendor invoices; serves as consultant to assist customer agencies with selection/use of all available learning resources; conducts research; oversees & administers written & online assessment & surveys; independently writes & oversees development of program materials; acts as liaison between administrator & staff (e.g. transmits decisions & directives; monitors progress on time sensitive & special projects); responds to programmatic issues & needs of the LPD administrator & other program managers in decision making & program direction; assists program managers with accreditation/reaccreditation processes; manages online registration system & assists with learning management system activities; manages & creates databases, gathers & analyzes data for evaluation & tracking of program information & statistical reports; develops informational presentations & strategies to promote use of Learning Resource Center; supervises lower level administrative &/or clerical staff.	Knowledge of: (1) office practices & procedures, (2) agency policies & procedures; * (3) workforce planning, (4) employee training & development, (5) human relations, (6) government structure & processes*, (7) supervision techniques & principles, (8) management, (9) human resources, (10) public relations, (11) budgeting procedures. Skill in: (12) operation of a personal computer & associated hardware/software (e.g., MS Word, Excel, Access.) Ability to: (13) define problems; collect data; establish facts & draw valid conclusions, (14) use proper research methods in gathering data, (15) proofread technical materials, recognize errors & make corrections, (16) prepares meaningful, concise & accurate reports, (17) maintain accurate records, (18) cooperate with co-workers on group projects, (19) deal with problems involving several variables in familiar context, (20) apply principles to solve practical, everyday problems, (21) answers routine phone calls. *developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised: 20005940, 20005962: Administrative Assistant 1 20005942: Administrative Assistant 2	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 7/14/10
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JOB CODE 63123 JOB TITLE Administrative Assistant 3 App'd 7/23/10 BWO

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POSITION NUMBER 20005932 JOB TITLE Administrative Assistant 3 JOB CODE 63123	<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 Assistant 3		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005924 Training Academy Program Director	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit Page 2 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m. TO: 5:00 p.m.			
	JOB DESCRIPTION AND WORKER CHARACTERISTICS			
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
	30	Manages exempt & designated union professional development fund programs; provides supervision for staff responsible for educational assistance programs (i.e. Exempt Professional Development Fund & Union professional development funds (i.e. OSTA, 1199, FOP & OEA)); formulates & implements policies & procedures for educational assistance programs; ensures compliance with applicable laws, rules & collective bargaining agreements; works with staff to resolve issues related to professional development funds; develops reports.	Knowledge of: 1, 2*, 4, 5, 6*, 7, 8, 9, 10, 11. Skill in: 12. Ability to: 13, 14, 15, 16, 17, 18, 19, 20, 21.	
	10	Manages business functions for the OLPD administrator (e.g. monitors fiscal processing, budget procedures, contracts & makes recommendations for purchases; authorizes expenditures & oversees financial document preparation); oversees control of resources inventory & records retention.	Knowledge of: 1, 2*, 4, 5, 6*, 8, 11. Skill in: 12. Ability to: 13, 14, 15, 16, 17, 18, 19, 20, 21.	
	10	Performs public relations duties, oversees development of program publications; supervises arrangements of meetings, seminars, conferences, participant notifications & other documents; manages customer service responses, telephones & mailboxes; writes reports & responds to public inquiries.	Knowledge of: 1, 2*, 5, 6*, 8, 10. Skill in: 12. Ability to: 13, 14, 15, 17, 18, 19, 20, 21.	
			* Developed after employment	
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