

<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID DAS501100
DIVISION OR INSTITUTION Office of Information Technology	UNIT OR OFFICE State CIO Office	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005947           JOB CODE TITLE Administrative Professional 4           JOB CODE 16874	<input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input type="checkbox"/> Update			Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree
	USUAL WORKING TITLE OF POSITION Executive Secretary		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 22 PR 10 Page 1 of 1
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 am      TO: 5:00 pm			
	<b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>			
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
	40	Performs secretarial & non-routine administrative tasks (i.e., independently formulates decisions &/or judgments involving non-legal interpretation of policies & procedures to resolve problems) for the Office of the State Chief Information Officer's (CIO) office & other staff members using personal computer & various software packages (e.g., Microsoft Office Word, Excel, PowerPoint, Outlook); acts as liaison between State CIO and OIT leadership staff, vendor community, and agency counter-parts; composes, receives & responds to correspondence involving requests for specific information relative to the State CIO's office &/or Office of Information Technology (OIT) activities; provides verbal &/or written information regarding services & activities of OIT to division/department staff, external customers, vendors & general public; manages administrative support functions (e.g., scheduling, meeting preparation, contract/signature document tracking, records retention, presentation and talking point preparation); conducts follow-up on assignments made to staff; assists in maintenance of office machines (e.g., telephones, fax machines).	Knowledge of (1) administrative practices & procedures; (2) English grammar & composition; (3) office practices & procedures*, (4) agency policies & procedures*. Skill in (5) operation of personal computer & associated hardware/software (e.g., Microsoft Office Word, Excel, PowerPoint, Outlook, laser printer). Ability to (6) deal with a many variables and determine specific action; (7) communicate verbally & in writing on sensitive & confidential matters; (8) write routine business letters, evaluations & reports; (9) gather, collate & classify information about data, people or things, (10) assess questions & provide appropriate information.	
	40	Acts as primary point of contact, greeter, and screener for all visitors & phone calls to the CIO's office; maintains a professional image and demeanor befitting this role; performs related duties (e.g., answers phones, opens mail); responds to inquires from constituents, customers & employees; creates, manages, oversees &/or monitors assigned projects.	Knowledge of 1, 2, 3*, 4* Skill in 5 Ability to 6, 7, 8, 9, 10	
	20	Manages State CIO's calendar & performs other related duties as assigned (e.g., coordinates special projects & events with other departmental offices).	Knowledge of 1, 2, 3*, 4* Skill in 5 Ability to 6, 7, 8, 9, 10	
	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 7/30/12