100-000R

POSITION DESCRIPTION

AGENCY/DEPT ID Administrative Services DAS301610

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Human Resources	Learning & Professional Development	Franklin

POSITION NUMBER 20005962

JOB TITLE Administrative Professional 2

JOB CODE 16872

Appd 2/6/12 Bmo

☒ Reclassification ☐ New Position ☐ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: Administrative Professional 2

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: 20005932 Program Administrator 2

☒ Permanent ☐ Temporary ☐ Intermittent

☒ Classified ☐ Unclassified

Overtime: ☒ Eligible ☐ 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
60	Under administrative direction, performs a variety of routine administrative duties for the Office of Learning & Professional Development (OLPD); assists & supports the OLPD's program managers with workflow coordinated through direct supervisor; recommends changes to policy & procedures to enhance services; utilizes personal computer & various software packages (i.e. Microsoft Word, Excel, PowerPoint) to create &/or update written materials for programs, events, mailings & announcements (e.g. workbooks, training materials, applications, PowerPoint presentations, brochures & invitations); provides OLPD staff with technical assistance (e.g., researches and implements new technological enhancements to improve & maintain programs); creates & updates databases; monitors & assists with learning management system activities; processes & tracks requests for training applications, enters student information, course registration & attendance information into databases & learning management system (LMS) for registration, tracking & reporting purposes; gathers & analyzes data for evaluation & tracking of program information & statistical reports; tracks Learning Resource Library materials (e.g., responds to request for materials, keeps records of loaned materials, software, equipment); serves as customer service contact for OLPD; independently researches & responds to communication (e.g. written, telephone, fax, email & online) from the general public, internal customers & external customers; supplies information regarding training programs & professional development funds to state employees &/or public.	Knowledge of: (1) public/human relations, (2) office practices & procedures, (3) state government organizations *, (4) agency policies & procedures*. Skill in: (5) operation of a personal computer (e.g. MS Word, Excel, ((including formulas)) & Access). Ability to: (6) deal with problems involving several variables in familiar & unfamiliar context, (7) apply principles to solve everyday problems, (8) interpret variety of instructions in written & oral form, (9) add, subtract, multiply & divide whole numbers, (10) copy materials accurately & recognize grammatical & spelling errors, (11) maintain accurate records, (12) prepare meaningful, concise & accurate reports, (13) gather, collate & classify information about data, people or things, (14) cooperate with co-workers in group projects, (15) handle routine/ sensitive telephone & in person inquires from employees, officials & general public.

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE: [signature]

DATE: 1/9/12

An Equal Opportunity Employer

100-000R

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AGENCY/DEPT ID Administrative Services DAS301610

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Human Resources	Learning & Professional Development	Franklin

POSITION NUMBER 20005962

☒ Reclassification ☐ New Position ☐ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Administrative Professional 2	20005932 Program Administrator 2

☒ Permanent ☐ Temporary ☐ Intermittent

☒ Classified ☐ Unclassified

Overtime: ☒ Eligible ☐ 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 TITLE Administrative Professional 2

JOB CODE 16872

Appd 2/6/12 BMD

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
40	Coordinates business functions of OLPD; maintains program resources & equipment (e.g., application forms, teaching materials, training rooms, equipment including printers & copiers); prepares financial & administrative forms as directed (e.g., request for purchase, print/copy orders & supply purchase requests; researches vendors; performs basic clerical duties (e.g., answers e-mail & incoming telephone calls, distributes mail, acts as office records retention coordinator, types documents, ensures office equipment is in proper working condition, schedules training rooms, prepares & tracks print orders & files documents).	Knowledge of: 1, 2, 3*, 4*. Skill in: 5. Ability to: 6, 7, 8, 9, 10, 11, 12, 13, 15. *Developed after Employment

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE: [signature]

DATE: 2/6/12