

POSITION DESCRIPTION		AGENCY/DEPT ID Department of Administrative Services DAS301000
DIVISION OR INSTITUTION Human Resources Division	UNIT OR OFFICE Learning & Professional Development	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005962 JOB TITLE Administrative Professional 2 JOB CODE 64651 <i>April 12, 10, 14 AC</i>	<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		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	Overtime: <input checked="" 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	
	40	Relieves superior of routine administrative duties, makes recommendations regarding program activities & assists in developing new procedures related to established program policy; organizes components for Enterprise Learning Management (ELM) within Office of Learning & Professional Development (OLPD) (e.g., creates reports & job aids, adds resources (e.g., facilities, rooms, materials & equipment), completes ELM learning resources request form & submits to ELM support, adds agency administrators, instructors, learning groups & environments, creates, updates & cancels programs, items & activities, enrolls learners & maintains class conclusion); provides website maintenance by updating batches & archiving results for CPP Skillsone; creates & distributes directions & responds to questions from attendees; makes recommendations to purchase website renewal & assessment; responds to CRM inquiries, resolves issues & sends responses to customers.	Knowledge of: (1) agency & procedures*; (2) customer service; (3) public relations. Skill in: (4) operation of a personal computer & associated hardware/software. Ability to: (5) deal with problems involving several variables in familiar & unfamiliar context; (6) apply principles to solve everyday problems; (7) interpret variety of instructions in written & oral form; (8) copy materials accurately & recognize grammatical & spelling errors; (9) maintain accurate records; (10) prepare meaningful, concise & accurate records; (11) gather, collate & classify information about data, people or things; (12) cooperate with co-workers on group projects; (13) handle routine/sensitive telephone & in person inquiries from employees, officials & general public; (14) operation of audio visual & training equipment & presentation software (e.g., projector, laptop computer)*; (15) analyze & communicate concepts in assigned areas of training. *developed after employment.	
	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE	DATE
			<i>[Signature]</i>	<i>12/10/14</i>

