

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS/DAS104000

DIVISION OR INSTITUTION
Equal Opportunity Division

UNIT OR OFFICE
Deputy Director's Office

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20005982

JOB TITLE
Administrative Officer 3

JOB CODE
63133

Reclassification New Position Update Position Hyperlinked to

Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
Assistant Deputy Director

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
See Table of Organization

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 and work hours subject to change)

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
60	Under administrative direction of Deputy Director/State Equal Employment Opportunity Coordinator, plans, directs & coordinates all activities of Equal Opportunity Division: assists in development of strategic plan, & establishing goals & objectives; provides advice & guidance to Deputy Director/State Equal Employment Opportunity Coordinator & assigned staff in developing & implementing strategy for continual improvement; assists in overseeing implementation of policies & programs as mandated by legislature or as ordered by Director of Administrative Services; monitors activities to ensure Equal Opportunity Division's goals & objectives are met; writes & issues directives & memoranda under own signature; prepares reporting systems (e.g., work plan progress, performance measures, trends & future requirements); supervises assigned staff.	Knowledge of (1) strategic planning; (2) human resources, office & project management; (3) contract & employment law; (4) supervision; (5) public relations; (6) agency policies & procedures* Skill in (7) use of personal computer & software (e.g. MS Office Suite, PeopleSoft*); (8) statistical analysis; Ability to (9) use proper research methods in gathering data; (10) handle sensitive inquiries; (11) resolve complaints from customers; (12) define problems, collect data, establish facts, & draw valid conclusions; (13) evaluate multiple variables & determine specific course of action; (14) foster positive morale & spirit of cooperation with & for division; (15) effectively communicate ideas to diverse groups; (16) formulate & implement policy & procedure; (17) prepare meaningful, concise & accurate documents.
20	Manages business function of Deputy Director/State Equal Employment Opportunity Coordinator's office: establishes & oversees maintenance of fiscal controls; assists in authorizing expenditures & purchases; ensures that budget control & spending restraints are adhered to in regular operations of Equal Opportunity Division; performs other related duties as required by Deputy Director/State Equal Employment Opportunity Coordinator.	Knowledge of 1, 2, 4, 6*, (18) budgeting Skill in 7, 8 Ability to 9, 10, 11, 12, 13, 14, 15, 17
20	Assists in coordination of Equal Opportunity Division's programs by establishing & maintaining liaisons with public agencies, vendors, & customers: attends conferences; gives testimony; provides information to acquaint stakeholders with services provided by Equal Opportunity Division.	Knowledge of 2, 5, 6*, (19) marketing Skill in 7, 8 Ability to 10, 11, 12, 13, 15, 17

*developed after employment.

List Position Numbers & Job Titles of Positions Directly Supervised:

See Table of Organization

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



7/13/16

Apd 7.13.16 (cc)