

POSITION DESCRIPTION		AGENCY/DEPT ID DAS/DAS104100
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE Office of Procurement Services	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005983	<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 Assistant to State Purchasing Administrator		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005641 State Purchasing Administrator	
	<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 type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type: Administrative	Bargaining Unit 22 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
65	Assists in program direction by relieving General Services Division State Purchasing Administrator of non-routine administrative duties: interprets internal policies & procedure for general public essential to effectively operating daily office activities; serves as liaison between Purchasing Administrator, Program Managers, & staff; formulates & implements program operational policy & procedures for the Martin Luther King, Jr., Holiday Commission, records retention program and communications; serves as a consultant to MLK Commission; reviews request for records storage, clarifies records program legal issues with DAS legal counsel; acts as liaison to unit records coordinators; works with storage facility to ensure compliance with policy and timely turnaround; establishes framework to ensure consistent communication practices through review of all written correspondence and recommendations from a review team; researches and analyzes program procedures and policies; compiles, reviews, interprets & summarizes data to prepare analytical reports; prepares memos, letters, reports and other documents (e.g., graphs and charts) using word processing, spreadsheet, database, or presentation software (e.g., creates PowerPoint presentations for budgetary hearings & instructional use); conducts research, reviews, & edits documentation to facilitate approval process (e.g., department documents, newsletters, brochures, correspondence, recommendations, position papers, directives, press releases); composes communications for Administrators signature to transmit directives, decisions & assignments to staff; represents Administrator committees; makes travel arrangements as requested for Administrator; maintains confidential files; attends conferences, workshops & seminars as assigned by Administrator; screens telephone calls & visitors for Administrator.	Knowledge of (1) English, grammar & composition; (2) administrative practices & procedures*; (3) office practices & procedures; (4) EEO laws & regulations (state & federal); (5) agency regulations, policies & procedures*. Skill in (6) operation of personal computer & associated hardware/software (e.g., MS Word, Access, Excel & PowerPoint); (7) operation & maintenance of printers, fax machines & copiers. Ability to (8) deal with problems involving several variables in somewhat unfamiliar context; (9) compose business correspondence; (10) evaluate data & records; (11) gather, collate & classify information about data, people or things; (12) move fingers easily to perform manual tasks.
25	Manages office operations: distributes incoming mail; maintains office equipment (e.g., printers, copiers, fax machines & phones) inventory & stock of office supplies; manages equipment storage room, (e.g., checks out shared equipment and follows up on equipment that is not returned as scheduled; submits and coordinates work orders for office; completes routine forms, as needed; provides back-up to support staff, as needed.	Knowledge of 1, 2*, 4, 5* Skill in 6, 7 Ability to 8, 9, 10, 12, (13) respond to sensitive inquiries from government officials & customers.

Appl 10.6.11 (A/C)

JOB CODE 63122	List Position Numbers & Job Titles of Positions Directly Supervised: 20006008 Clerk 2	SIGNATURE OF AGENCY REPRESENTATIVE <i>Jeffrey Westhoven/ce</i>	DATE 10/6/11
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*developed after employment

