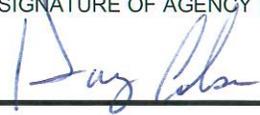


POSITION DESCRIPTION		AGENCY/DEPT ID DAS/DAS104100
DIVISION OR INSTITUTION Equal Opportunity Division	UNIT OR OFFICE Administration	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006007	<input type="checkbox"/> Reclassification <input checked="" type="checkbox"/> New Position <input type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/>	
			Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION Assistant to the Deputy Director		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 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	Acts for Equal Opportunity Division (EOD) Deputy Director by providing program direction & assistance with variety of difficult administrative duties: interprets internal policies & procedure for general public essential to effectively operating daily office activities; represents agency & EOD in matters of program development & operation for specific programs & projects under direction of Deputy Director; oversees implementation of assigned programs within EOD & acts in conjunction with EOD Program Managers (e.g., confers with managers, develops plan & provides general direction to ensure timely completion of assignments); interviews, hires, & identifies staff training needs; serves as liaison between Deputy Director, Program Managers, staff, agency customers & vendors; formulates & implements program operational policy & procedures for the Martin Luther King, Jr., Holiday Commission, division records retention program & division communications; serves as consultant to MLK Commission; manages division records retention program (e.g., reviews division requests 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 & timely turnaround); facilitates & expedites Deputy Director's review process to assist in decision making (analyzes recommendations, consults with managers to assure thorough review, evaluates potential program benefits & impact); researches & analyzes program procedures & policies; compiles, reviews, interprets & summarizes data to prepare analytical reports; attends conferences, workshops & seminars as assigned by Deputy Director; supervises assigned staff (e.g., prepares performance evaluations, approves time & leave requests, administers discipline, trains & develops employees).		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*; (6) project management. Skill in (7) operation of personal computer & associated hardware/software (e.g., MS Word, Access, Excel & PowerPoint); (8) operation & maintenance of printers, fax machines & copiers. Ability to (9) deal with problems involving several variables in somewhat unfamiliar context; (10) compose business correspondence; (11) evaluate data & records; (12) gather, collate & classify information about data, people or things; (13) move fingers easily to perform manual tasks.	
25	Manages division office operations: develops & implements Deputy Director's office &/or administrative unit operating policies; coordinates prioritization of projects & ensures appropriate steps are taken for program success; monitors quality improvement/assurance projects; identifies divisional needs & creates or obtains tools to enhance efficiency; monitors employee incentive/morale programs.		Knowledge of 1, 2*, 4, 5* Skill in 7, 8 Ability to 9, 10, 11, 13, (14) respond to sensitive inquiries from government officials & customers.	
*developed after employment				
JOB CODE 63123	List Position Numbers & Job Titles of Positions Directly Supervised: See Table of Organization		SIGNATURE OF AGENCY REPRESENTATIVE 	
		DATE	12/18/13	

Appd 2.25.14 (cc)

