

# POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY  
Department of Administrative Services

DIVISION OR INSTITUTION  
Office of Information Technology

UNIT OR OFFICE  
SDD/Unified Network-Network Administration

POSITION NUMBER  
20006385 (41701.0)

State Agency    County Agency    New Position    Change

County of Employment  
Franklin

USUAL WORKING TITLE OF POSITION  
Administrative Assistant

POSITION NO. & TITLE OF IMMEDIATE SUPERVISOR  
20006384 (41700.0) Data Systems Administrator

NORMAL WORKING HOURS (Explain unusual or rotating shift)  
8:00 a.m. - 5:00 p.m.

## JOB DESCRIPTION & WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
65	<p>Assists in program direction by relieving Service Delivery Division (SDD), Unified Network Services – Network Administration (UNS-NA) Administrator of variety of difficult administrative duties: acts as liaison between administrator &amp; section managers; communicates decisions, directives &amp; assignments to staff on behalf of administrator, as well as under own signature; serves as liaison between administration &amp; staff in interpreting policies, procedures &amp; program direction; provides input &amp; guidance &amp; makes decisions on administrative issues; establishes &amp; maintains appropriate tracking/reporting systems &amp; logs; assists administrator in monitoring issues, projects &amp; initiatives; monitors section managers' progress in meeting goals &amp; objectives of SDD &amp; UNS-NA; attends meetings (e.g., prepares &amp; distributes agenda, scribes &amp; distributes minutes); actively participates in presenting information &amp; responding to comments; questions other participants on behalf of administrator; writes &amp; submits reports to administrator summarizing details of meetings attended; researches in-house files &amp; other record sources to gather information for administrator; creates &amp; processes personnel paperwork (e.g., personnel actions, position descriptions, job postings, personnel selection packets, new employee information packets); coordinates section employees' attendance at orientation; works with SDD Human Resources Coordinator to distribute performance evaluations &amp; ensure timely return; tracks &amp; reports to administrator on evaluations; provides input, guidance &amp; decisions on administrative issues &amp; immediately informs administrator of business conditions that may adversely affect operation of section; develops &amp; implements policies &amp; procedures (e.g., tracking goals &amp; objectives of section; processing personnel paperwork, standard operating procedures &amp; policies for administrative processes); provides input, guidance &amp; decisions on administrative issues; establishes &amp; maintains reporting systems for assigned areas of responsibility.</p>	<p>Knowledge of (1) business administration, management or public administration; (2) public relations/customer service; (3) agency policies &amp; procedures*; (4) government structure &amp; process*; (5) office practices &amp; procedures; (6) agency personnel processes*; (7) English grammar &amp; punctuation; (8) project management; Skill in (9) operation of personal computer, laser printer &amp; associated software (e.g., Microsoft Word, Excel, email*); Ability to (10) define problems, collect data, establish facts &amp; draw valid conclusions; (11) gather, collate &amp; classify information about data, people or things; (12) maintain accurate records; (13) write standard business correspondence, reports, memoranda &amp; like documents; (14) handle routine &amp; face-to-face contacts with employees, general public, private &amp; government officials; (15) communicate effective in writing &amp; orally; (16) prioritize tasks &amp; meet deadlines.</p> <p>*developed after employment</p>

JOB CODE TITLE  
Administrative Assistant 3

Apr 11-14-07 CB

JOB CODE  
63123

List Position Numbers & Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*George L. Heron*

10-29-07

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15	Serves as public relations coordinator for UNS-NA: writes articles, edits, designs & coordinates printing & distribution of newsletters; edits, designs & coordinates printing & distribution of annual reports; uses web tools & software (e.g., HTML, PageMaker, Photoshop, SharePoint, Visio) to maintain all UNS-NA web pages & SharePoint sites; assists in editing, design & coordination of customer communications; writes & distributes press releases; responds to requests (e.g., mail, email, phone) for general or specific information relative to UNS-NA activities or channels to appropriate parties for response; investigates service issues that involve conferring with units/sections in question; summarizes findings & either responds to complainant verbally or in writing & appries administrator of recommended corrective action to resolve complaint & offset future problems or makes recommendations for administrator's action; prepares & distributes monthly performance reports.	Knowledge of 1, 2, 3*, 4*, 5, 6*, 7 Skill in 9, (14) use of web tools & software (e.g., HTML, Adobe PageMaker, Adobe Photoshop, Microsoft SharePoint, Microsoft Visio); Ability to 10, 11, 12, 13, 15, 16
15	Performs other related administrative functions: maintains confidential files; assists in preparation of budgets & allotments; reviews & summarizes fiscal, operational & personnel reports; prepares reports, records, & files; assists with time & labor processing; verifies expense reports;; orders office supplies as needed; approves purchases in the OAKS System & substitutes for front desk receptionist; manages multiple calendars; assists unit managers with administrative tasks.	Knowledge of 1, 2, 3*, 4*, 5, 6*, 7, (17) agency time & labor processing procedures* Skill in 9 Ability to 10, 11, 12, 13, 15, 16
5	Performs other duties as required: attends training seminars; assists in preparation of budgets & allotments; coordinates audit response; coordinates assigned charitable events for UNS-NA; coordinates floor wardens & Agency-Wide Safety & Security Plan updates; maintains essential employee list; in absence of other office support staff, greets & directs visitors; makes travel arrangements; registers employees for training classes & seminars; updates employee education records;  Must submit to & pass personal background check. Position is overtime exempt.	Knowledge of 1, 2, 3*, 4*, 5, 6*, 7 Skill in 9 Ability to 10, 11, 12, 13, 15, 16  *developed after employment

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