

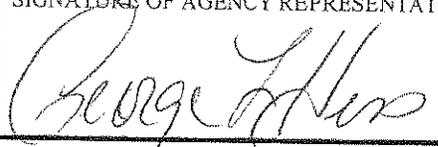
POSITION DESCRIPTION	OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES	AGENCY Department of Administrative Services
		DIVISION OR INSTITUTION Office of Information Technology
		UNIT OR OFFICE SDD/Unified Network-Network Administration

POSITION NUMBER 20006385 (41701.0)	<input checked="" type="checkbox"/> State Agency <input type="checkbox"/> County Agency <input type="checkbox"/> New Position <input checked="" type="checkbox"/> 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	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 & section managers; communicates decisions, directives & assignments to staff on behalf of administrator, as well as under own signature; serves as liaison between administration & staff in interpreting policies, procedures & program direction; provides input & guidance & makes decisions on administrative issues; establishes & maintains appropriate tracking/reporting systems & logs; assists administrator in monitoring issues, projects & initiatives; monitors section managers' progress in meeting goals & objectives of SDD & UNS-NA; attends meetings (e.g., prepares & distributes agenda, scribes & distributes minutes); actively participates in presenting information & responding to comments; questions other participants on behalf of administrator; writes & submits reports to administrator summarizing details of meetings attended; researches in-house files & other record sources to gather information for administrator; creates & 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 & ensure timely return; tracks & reports to administrator on evaluations; provides input, guidance & decisions on administrative issues & immediately informs administrator of business conditions that may adversely affect operation of section; develops & implements policies & procedures (e.g., tracking goals & objectives of section; processing personnel paperwork, standard operating procedures & policies for administrative processes); provides input, guidance & decisions on administrative issues; establishes & maintains reporting systems for assigned areas of responsibility.	Knowledge of (1) business administration, management or public administration; (2) public relations/customer service; (3) agency policies & procedures*; (4) government structure & process*; (5) office practices & procedures; (6) agency personnel processes*; (7) English grammar & punctuation; (8) project management; Skill in (9) operation of personal computer, laser printer & associated software (e.g., Microsoft Word, Excel, email*); Ability to (10) define problems, collect data, establish facts & draw valid conclusions; (11) gather, collate & classify information about data, people or things; (12) maintain accurate records; (13) write standard business correspondence, reports, memoranda & like documents; (14) handle routine & face-to-face contacts with employees, general public, private & government officials; (15) communicate effective in writing & orally; (16) prioritize tasks & meet deadlines.

*developed after employment

Apr 11-14-07 CB

JOB CODE 63123	List Position Numbers & Class Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 10-29-07

<h1 style="margin:0;">POSITION DESCRIPTION</h1>	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 (41701.9)	<input checked="" type="checkbox"/> State Agency <input type="checkbox"/> County Agency <input type="checkbox"/> New Position <input checked="" type="checkbox"/> 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
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 & apprises 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;	Knowledge of 1, 2, 3*, 4*, 5, 6*, 7 Skill in 9 Ability to 10, 11, 12, 13, 15, 16
	Must submit to & pass personal background check. Position is overtime exempt.	*developed after employment

April 11-14-07 CB

JOB CODE TITLE
 Administrative Assistant 3
 63123

List Position Numbers & Class Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 1029-07
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