

# POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY  
Office of Information Technology

DIVISION OR INSTITUTION  
Service Delivery Division

UNIT OR OFFICE  
Enterprise Computing

POSITION NUMBER  
20006447 (41806.0)

State Agency     County Agency     New Position     Change

County of Employment  
Franklin

USUAL WORKING TITLE OF POSITION  
Administrative Assistant

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR  
20006442 (41800.0) Data Systems Administrator

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

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## JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
40	Under administrative supervision, assists in program direction by assuming responsibility for various administrative duties on behalf of Service Delivery Division (SDD), Enterprise Computing Administrator: 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 to assist administrator in monitoring issues, projects & initiatives; monitors section managers' progress in meeting goals & objectives of SDD & Enterprise Computing; attends meetings to actively participate in presenting information & responding to comments; questions other participants on behalf of administrator; writes & submits reports to administrator summarizing details of meetings attended; takes meeting minutes & prepares for distribution; 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.	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*; Skill in (7) operation of personal computer, laser printer & associated software (e.g., Microsoft Word, Excel, email*). Ability to (8) define problems, collect data, establish facts & draw valid conclusions; (9) gather, collate & classify information about data, people or things; (10) maintain accurate records; (11) write standard business correspondence, reports, memoranda & like documents; (12) handle routine & face-to-face contacts with employees, general public, private & government officials.
20	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, 2, 3*, 4*, 5, 6* Skill in 7 Ability to 8, 9, 10, 12

\*developed after employment

JOB CODE TITLE  
Administrative Assistant 3

JOB CODE  
63123

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*Gregory A. Mounts*

2/28/07

Upd 3-6-07 CB

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%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
20	Investigates complaints 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; receives sensitive phone calls & channels to appropriate parties for response.	Knowledge of 1, 2, 3*, 4*, 5, 6* Skill in 7 Ability to 8, 9, 10, 11, 12, 13.
20	Performs other related administrative functions: receives & responds to correspondence involving requests for general or specific information relative to Enterprise Computing's activities; maintains confidential files; attends & conducts meetings; attends training seminars; assists in preparation of budgets & allotments; reviews & summarizes fiscal, operational & personnel reports; coordinates audit response; oversees office budget development & expenditure controls; prepares reports & maintains logs, records & files; coordinates assigned charitable events for Enterprise Computing; coordinates floor wardens & Agency-Wide Safety & Security Plan updates; maintains essential employee list; in absence of other office support staff, greets & directs visitors; drafts outline of meeting agendas to prepare administrator & forwards such information to meeting participants in advance; assists with payroll processing; makes travel arrangements & verifies expense reports; registers employees for training classes & seminars; disburses petty cash as needed ensuring accountability of disbursements & meets with auditors conducting petty cash audits; orders office supplies as needed; updates employee education records; approves purchases in Paperless Procurement System & substitutes for front desk receptionist.	Knowledge of 1, 2, 3*, 4*, 5, 6*, (14) agency payroll processing procedures* Skill in 7 Ability to 8, 9, 10, 11, 12, 13, (15) budgeting.
Must submit to & pass personal background check & is overtime exempt.		*developed after employment

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63123

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SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*Gregory L. Mowery*

2/22/07

upd 2-6-07 CB