

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
Office of Collective Bargaining

UNIT OR OFFICE
Governor's Office

POSITION NUMBER
20006580

JOB CODE TITLE
Administrative Staff

JOB CODE
APD 10-9-09 OAE
99580

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Executive Assistant

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20072033 Administrative Staff

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

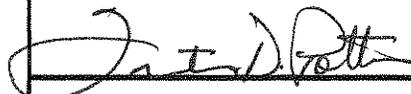
JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
90	<p>On behalf of the Governor's Office, serves as Executive Assistant for Policy development and implementation: researches & responds to inquiries & furnishes information; explains programs to representatives, senators, legislative staff & public; independently responds to concerns & inquiries posed by constituents, state employees, general public & special interest groups; maintains constant contact with legislators & governor office staff with policy development & implementation which may impact the operation of state government; represents Governor's Office during meetings pertaining to policy on regulating state government; furnishes prompt, coordinated & consistent information on Governor Office's policies & operations in response to inquiries received from legislative offices, state agencies & general public; responsible for writing, receiving approval & distributing Governor Office policies to necessary state agencies, internal & external constituents; acts as advisor & consultant to Governor's Office on policy development & implementation on matters relating to operation of state government (e.g., reviews, analyzes & develops recommendations & proposals on policy issues; proposes & conducts special analysis of impact of policy changes).</p>	<p>Knowledge of (1) federal & state legislative processes; (2) federal, state & agency laws, rules & regulations relating to governor's Office *; (3) public relations concepts & practices; (4) public administration; (5) resources available to research inquiries*. Skill in (6) operation of personal computer, peripherals & associated software (e.g., word processing, Excel, Internet); (7) dealing with high-level government officials. Ability to (8) read & comprehend legal documents; (9) understand government funding processes; (10) analyze, write & edit legislation, position papers & other materials for publication; (11) prepare & deliver speeches before specialized audiences; (12) define problems, collect data, establish facts & draw valid conclusions.</p>
10	<p>Works closely with Governor's Office staff to develop & coordinate projects: examines current policy & applicable procedures to ensure efficiency & improve service delivery; keeps current on legislative & Chapter 119 administrative rule & process changes; monitors introduction, status & final disposition of legislation introduced before state & federal legislatures that may affect Governor's Office operations; works cooperatively with Legal Counsel & other staff to identify statutes that need revision or legislation to be introduced;</p> <p>This position is in unclassified service per section 124.11(A)(9) of Ohio Revised Code.</p>	<p>Knowledge of 1, 2*, 3, 4, 5* Skill in 6*, 7 Ability to 8, 9, 10, 11, 12</p> <p>*developed after employment</p>

List Position Numbers and Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



10-28-09