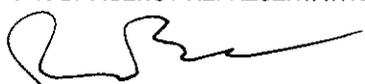


POSITION DESCRIPTION		AGENCY/DEPT ID DAS103000 (OCB)
DIVISION OR INSTITUTION Administrative Support	UNIT OR OFFICE Office of the First Lady	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006580	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION Scheduler & Executive Assistant		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR SEE TABLE OF ORGANIZATION	
	<input type="checkbox"/> Permanent <input checked="" type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input type="checkbox"/> Classified <input checked="" type="checkbox"/> Unclassified <input type="checkbox"/> Essential	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit 22 PR N/A 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
100	<p>This position will report to the First Lady's Chief of Staff and work very closely with the Governor's Scheduler and the Residence Manager. It will primarily support facilitating the schedule of the First Lady for her official appearances in addition to the schedule for the use of the Residence. The person's tasks include but are not limited to:</p> <ul style="list-style-type: none"> - Attending the Governor's scheduling meetings (weekly); - Attending the First Lady's Program meetings (weekly); - Maintains First Lady's schedule on a daily basis, responsible for its accuracy; - Receiving, prioritizing and answering all requests made of the First Lady (all decisions are made in concert with Chief of Staff and First Lady); - Receiving, prioritizing and answering all requests made of the Residence (all decisions are made in concert with Residence Manager and First Lady); - Organizing appearances of the First Lady ; - Supporting events at the Governor's Residence when necessary (e.g., but are not limited to: managing catered events at Residence, hosted by Governor &/or First Lady; assisting Residence Manager in planning and executing events); - Working at both Residence and the Riffe Offices. <p>Position is in unclassified service per 4117.10(D) of Ohio Revised Code & is overtime exempt.</p>	<p>Knowledge of (1) public relations; (2) office practices & procedures; (3) (4) government structure & process*, Skill in (5) operation of a personal computer & related software (e.g., MS Word, Excel, PowerPoint).</p> <p>Ability to (6) interpret a variety of instructions in written, oral, picture or schedule form; (7) define problems, collect data, establish facts, draw valid conclusions, & initiate solutions; (8) gather, collate & classify information about data, people or things; (9) have good judgment, discretion, high standards and professionalism; (1) work independently as well as in a team environment; (10) handle routine & sensitive general public, private & government officials.</p> <p>*developed after employment</p>

JOB CODE TITLE Administrative Staff JOB CODE 16874 3/13/13	List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE
	(Empty space for supervisor list)	(Empty space for signature)	(Empty space for date)