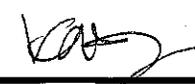


POSITION DESCRIPTION		AGENCY/DEPT ID DAS/501130
DIVISION OR INSTITUTION Office of Information Technology	UNIT OR OFFICE OIT Administration	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006627 JOB TITLE Administrative Professional 1 JOB CODE 16871 APP 11-30-11 UBS	<input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION Executive Secretary		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20006652 Deputy Director 3	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified	Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit <u>14</u> PR 27 Page 1 of 1
	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	
	60	Under direction of Deputy Director for Office of Information Technology (OIT), Administration Unit: provide general secretarial assistance by performing routine administrative tasks (e.g., prepares correspondence for multiple program areas; prepares administrative reports (e.g., charge code reports, inventory reports); maintains files (e.g., long-range information systems plans, controlling board requests & various administrative files); prepares travel request forms; maintains conference room calendar; maintains appearance of office; coordinates service & maintenance activities; provides new employee orientation materials; maintains office library; maintains office physical assets inventory; maintains office computer hardware & software assets inventory; takes minutes at meetings; acts as first point of contact, and greeter for all visitors & phone calls to OIT, answers telephone & screens calls (e.g., handles sensitive telephone calls & channels calls to appropriate parties for response); receives & distributes incoming mail; performs other secretarial & clerical duties as requested.	Knowledge of (1) English grammar & composition; (2) administrative practices & procedures*; (3) agency/office policies & procedures*; (4) customer service principles. Skill in (5) operation of personal computer & associated software (e.g., MS Word, Excel). Ability to (6) deal with problems involving several variables in somewhat unfamiliar context; (7) write routine business letters, evaluations & records; (8) gather, collate & classify information about data, people or things; (9) move fingers easily to perform manual functions; (10) assess questions & provide appropriate information or referral.	
	40	Provides oral & written explanations to internal & external inquiries related to services provided by Statewide Information Technology Policy (ITP), Investment Strategy & Analysis, and Project Success Center including data processing & telecommunications policies, long-range information systems plans, publication services & various administrative activities; plans & organizes special meetings & conferences; communicates decisions, directives & assignments to appropriate staff; reviews personnel & fiscal reports; writes budget justification as it relates to purchase of office & computer equipment; coordinates acquisition of office & computer equipment & supply requests; coordinates maintenance of office & computer equipment & performs computer backups.	Knowledge of 1, 2, 3, 4 Skill in 5 Ability to 6, 7, 8, 9, 10	
			*Developed after employment.	
	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 11/7/11