

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
Office of Information Technology

UNIT OR OFFICE
IGD/Statewide IT Policy

POSITION NUMBER
20006627 (60322.0)

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Executive Secretary

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20005464 Data Systems Administrator

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

Page 1 of 1

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
60	Under direction of Investment & Government Division (IGD), Statewide IT Policy Administrator, provides secretarial & non-routine administrative tasks for various IGD program areas (e.g., Statewide IT Policy, Investment Strategy & Analysis, Project Success Center): utilizes personal computer & various software (e.g., MS Word, Excel, PowerPoint, Outlook); responds to critical &/or confidential correspondence; reviews & summarizes operational reports; provides oral & written explanations to internal & external inquiries related to services provided (e.g., data processing & telecommunications policies, long-range information systems plans, publication services & various administrative activities) by assigned program areas; plans & organizes special meetings & conferences; represents management at conferences, vendor demonstrations & meetings; communicates decisions, directives & assignments to appropriate staff; reviews personnel & fiscal reports; writes budget justification as it relates to purchase of office & computer equipment; screens job applications; coordinates acquisition of office & computer equipment & supply requests; coordinates maintenance of office & computer equipment & performs computer backups; prepares administrative reports (e.g., charge code reports, inventory reports);	Knowledge of (1) English grammar & composition; (2) administrative practices & procedures; (3) agency & division policies & procedures*; (4) customer service principles; Skill in (5) operation of personal computer & associated software (e.g., MS Word, Excel); Ability to (6) apply principles to solve practical, everyday problems; (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; (11) handle sensitive telephone & face-to-face contacts with public, staff, & government officials.
40	Performs other clerical tasks as required: maintains files (e.g., data processing & telecommunications policies, long-range information systems plans, controlling board requests & various confidential administrative files); prepares travel request forms; maintains conference room calendar; maintains appearance of office; coordinates service & maintenance activities; provides new employee orientation & materials; maintains distribution lists; maintains office library; maintains office physical assets inventory; maintains office computer hardware & software assets inventory; takes minutes of meetings; answers telephone & screens calls (e.g., handles sensitive telephone calls & channels calls to appropriate parties for response); receives & distributes incoming mail; greets & directs visitors.	Knowledge of 1, 2, 3, 4 Skill in 5 Ability to 6, 7, 8, 9, 10, 11

*developed after employment

JOB CODE TITLE
Executive Secretary 1

JOB CODE
16832

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



9/11/08

Apd 9-18-08 CB