

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

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
20075464 Data Systems Administrator

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
60	Under direction of Data Systems Administrator, performs non-routine administrative tasks (e.g., responds to critical/confidential correspondence; reviews & summarizes operational reports; provides oral & written explanations to internal & external inquiries related to services provided by Office of Statewide Information Technology Policy (ITP) including data processing & telecommunications policies, long-range information systems plans, publication services & various administrative activities. Plans & organizes special meetings & conferences; represents ITP 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 for ITP. Screens job applicants; coordinates acquisition of office & computer equipment & supply requests; coordinates maintenance of ITP office & computer equipment & performs computer backups.	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	Prepares critical/confidential correspondence; prepares administrative reports (e.g., charge code reports, inventory reports); maintains ITP files (e.g., data processing & telecommunications policies, long-range information systems plans, controlling board requests & various confidential administrative files); prepares travel request forms; maintains ITP conference room & calendar; maintains appearance of office; coordinates service and maintenance activities; provides new employee orientation and materials; maintains distribution lists; maintains office library; maintains office physical assets inventory; maintains office computer hardware and software assets inventory; takes minutes of meetings. Prepares & maintains timesheets for ITP staff; answers telephone & screens calls (e.g., handles sensitive telephone calls & channels calls to appropriate parties for response); receives & distributes incoming mail; greets & directs visitors & performs other secretarial & clerical duties as requested.	Knowledge of 1, 2, 3, 4 Skill in 5 Ability to 6, 7, 8, 9, 10 *developed after employment

POSITION CONTROL NUMBER
20006627 (60322.0)

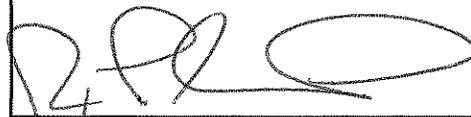
CLASS TITLE
Executive Secretary I

CLASS NUMBER
16832

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



12/14/07

1-4-08 CB