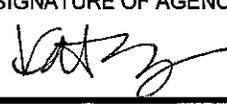


POSITION DESCRIPTION	AGENCY/DEPT ID Department of Administrative Services DAS5011130
DIVISION OR INSTITUTION OFFICE OF INFORMATION TECHNOLOGY	UNIT OR OFFICE STATE CIO/ADMINISTRATION
COUNTY OF EMPLOYMENT Franklin	

POSITION NUMBER 20006630	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/>	
	USUAL WORKING TITLE OF POSITION		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 <input type="checkbox"/> Essential	Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit 22 PR 10 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	
	45	Assists with Office of Information Technology (OIT) program direction by relieving Administrative Deputy Director of non-routine administrative duties: formulates & implements policies, procedures and guidance for the adoption of the eLearning program offered to OIT and agency IT personnel. Serve as point of contact for agency eLearning contract and agency administrators; acts as program administrator for OIT; utilizes personal computer & various software packages (e.g., Microsoft Word, Excel, PowerPoint, Outlook); receives, researches & responds to inquiries involving requests for general or specific information; prepares correspondence & reports; maintains files; provides clarification of written & verbal directions issues; follows up on assignments made to managers; maintains a professional image & demeanor befitting this role; ensures compliance with program policies & procedures.	Knowledge of (1) administrative practices & procedures; (2) English grammar & composition; (3) agency & division regulations, policies & procedures*; (4) customer service techniques. Skill in (5) operation of personal computer & associated hardware/software (e.g., MS Office, Outlook, PowerPoint, FilemakerPro). Ability to (6) assess questions & provide appropriate information or referral; (7) write standard business correspondence, reports, memoranda & like documents; (8) gather, collate & classify information about data, people, or things.	
	40	Coordinates floor space requests, acquisition & changes to equipment for OIT Administration; initiates purchase orders for contracts & supplies; coordinates, researches and schedules meetings, conferences, seminars & training sessions; prepares materials & arranges conference rooms for meetings; prepares & distributes notifications; takes & transcribes meeting minutes; provides support for the OIT reception area as needed including acting as greeter & screener for all visitors & phone calls to the 39 th Floor.	Knowledge of 1, 2, 3*,4. Skill in 5. Ability to 6, 7, 8.	
	15	Performs other related duties as assigned: participates in various process improvement teams, coordinates participation in state-sanctioned charity drives for 39 th Floor, oversees OIT Administration/CIO's Office records retention activities; acts as liaison with agency records officer; provides back up support for the State Chief Information Officer's office.	Knowledge of 1, 2, 3*, 4; (9) agency records retention policies & procedures*. Skill in 5. Ability to 6, 7, 8. *Developed after employment.	
JOB CODE TITLE Administrative Assistant 2	List Position Numbers & Job Titles of Positions Directly Supervised:			
JOB CODE 63122	SIGNATURE OF AGENCY REPRESENTATIVE		DATE	
JOB CODE 6-10-11			6/8/11	