

POSITION DESCRIPTION		AGENCY/DEPT ID DAS106125
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE Office of Procurement Services	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006641	<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 Administrative Professional 4		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR See Table of Organization	
	<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 Page 1 of 1
NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m. TO: 5:00 p.m. Report in location & work hours subject to change				

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
50	Provides secretarial & non-routine administrative support for Chief of Procurement Officer (CPO) & other management staff; prepares correspondence &/or reports; independently formulates decisions & provides explanation both verbally & in writing to state agencies & outside suppliers regarding services, policies or processes of unit; drafts correspondence using personal computer; coordinates daily workflow for CPO, compiles data, prepares reports, researches & responds to agency & vendor inquiries; acts as liaison between CPO & other units of Procurement Services & communicates decisions, directives & assignments to staff; performs personnel functions for section (e.g., updates position descriptions; tracks performance evaluations, etc.).	Knowledge of (1) departmental/agency regulations, policies & procedures*; (2) business administration; (3) public relations. Skill in (4) operating PC with associated hardware & software (e., MS Word, Excel, PowerPoint). Ability to (5) deal with problems involving several variables in somewhat unfamiliar context; (6) write routine business letters, evaluations & records; (7) gather, collate & classify information about data, people, or things; (8) assess questions & provide appropriate information or referral; (9) prepares meaningful, concise & accurate reports.
40	Performs administrative support duties: maintains confidential files; maintains CPO's calendar using Microsoft Outlook; makes travel arrangements; takes & transcribes meeting minutes; arranges & prepares materials & conference rooms for meetings; coordinates communications & other tasks associated with agency procurement offices; coordinates, researches & schedules conferences, seminars, training sessions & prepares & distributes notifications; handles routine & sensitive calls in CPO's absence & routes call to appropriate individual if needed; collects & submits timesheets for CPO; maintains files & makes copies for suppliers regarding requests.	Knowledge of 1*, 3 Skill in 4 Ability to 5,6,7,8,9, (10) coordinate meetings & events; (11) handle routine & sensitive telephone, written & face-to-face contacts with employees, general public, private & government officials.
10	In absence of person assigned; prepares documentation to send to copy center for reproduction & coordinates copy center orders with center staff; coordinates mass mailings & overnight package/letter shipping; opens & distributes mail to staff; screens calls & greets visitors to section.	Knowledge of 1*, (12) office practices & procedures. Skill in 4 Ability to 5, 6, 7, 11

*developed after employment.

JOB CODE 16874	List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
		<i>Jeffrey Westhonen/ce</i>	9/27/12

Appl. 9-28-12 @