

# 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

Reclassification     New Position     Update

Position Hyperlinked to   
Agency Organizational Tree

USUAL WORKING TITLE OF POSITION  
Administrative Professional 4

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR  
20075575 Deputy Director 5

Permanent  
 Temporary  
 Intermittent

Classified  
 Unclassified  
 Essential

Overtime:  Eligible     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 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); 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 & laser printer; 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 other secretarial 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, 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

JOB CODE TITLE  
Administrative Professional 4

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

*Jeffrey Westhorne/ce*

DATE

12/1/11

Apr 12.6.11 (AR)