

POSITION DESCRIPTION		AGENCY/DEPT ID DAS/DAS105000
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
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: coordinates with office managers & Offices of Finance (OF), Employee Services (OES), Information Technology (IT), & Real Estate and Planning (REP) to plan, execute, track, verify, & forecast changes in appropriation, encumbrance, staffing, & billed service levels; coordinates with Offices of State Accounting, State Budget, Enterprise IT Contracting, OF, & Communications (OC) to plan, establish, track & verify official administrative calendar of acts, publications & executive memoranda & publish & retain official record; establishes, coordinates & verifies office retention schedule; establishes & coordinates office correspondence & correspondence standards; establishes & organizes administrative progress reports; coordinates with office managers & Offices of OC & Legal Services (OLS) to track & respond to media & public records requests & protests & non-routine legal matters concerning dispute resolution; manages responses to information requests of states, surveys & service complaints; assists in onboarding, relocation, reclassification & separation efforts of office personnel & contractors; tracks & verifies office performance evaluations, training, overnight travel, charitable efforts, staff meetings & other office-wide activities as directed; coordinates, tracks & establishes standard procedures for selection of contractors.	Knowledge of (1) departmental/agency regulations, policies & procedures*; (2) business administration; (3) public relations. Skill in (4) operating PC with associated hardware & software (e.g., MS Word, Excel, PowerPoint, Outlook, OAKS*). 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.	
		*developed after employment.	
JOB CODE 16874	List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
			10/27/15

Apd 10.28.15 (cc)

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JOB DESCRIPTION AND WORKER CHARACTERISTICS				
%	Job Duties in Order of Importance		Knowledge, Skills & Abilities	
40	Provides administrative support for CPO & executive staff: prepares correspondence &/or reports; independently formulates decisions & provides explanation both verbally & in writing to agencies & suppliers regarding services, policies & processes of office; coordinates daily workflow for CPO & executive staff; compiles data, prepares reports, researches & responds to agency & vendor inquiries; acts as liaison between CPO & units of OPS & communicates decisions, directives & assignments; maintains office confidential & official files; maintains CPO & executive staff calendars; makes travel arrangements & coordinates requests & reimbursements; takes, publishes, & tracks meeting minutes & action items; arranges & prepares materials & conference rooms for meetings; coordinates communications & other tasks associated with central procurement offices; coordinates, researches & schedules complex multi-office meetings, conferences, seminars, training sessions & prepares & distributes notifications; handles routine & sensitive calls in CPO's absence & routes calls to appropriate individual & tracks & verifies issue resolution.		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	Performs general office duties: coordinates copy center & printing reproduction; coordinates mass mailings, mass communications & overnight package/letter shipping; screens calls & greets visitors to office.		Knowledge of 1*, (12) office practices & procedures. Skill in 4 Ability to 5, 6, 7, 11 *developed after employment.	
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