

# POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY  
Department of Administrative Services

DIVISION OR INSTITUTION  
General Services Division

UNIT OR OFFICE  
Office of Procurement Services

State Agency     County Agency     New Position     Change    County of Employment : Franklin

USUAL WORKING TITLE OF POSITION: Executive Secretary 1    POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: 20075575 Deputy Director 5

NORMAL WORKING HOURS (Explain unusual or rotating shift): 8:00 a.m. - 5:00 p.m.    Page 1 of 1

## JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
50	Provides secretarial & non-routine administrative support for Chief Procurement Officer (CPO); prepares correspondence &/or reports; provides explanation both verbally & in writing to state agencies & outside suppliers regarding services or activities of unit; drafts correspondence using personal computer & laser printer; coordinates daily workflow for CPO, compiles data, prepares repots, 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., prepares personnel actions, position descriptions, posting requests).	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). 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 & fact-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.

POSITION NUMBER  
20006641

JOB CODE TITLE  
Executive Secretary 1

JOB CODE  
16832

April 7-6-08 ak

List Position Numbers & Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*Jeffrey Westhoven/ee*

6/18/08