

POSITION DESCRIPTION		AGENCY/DEPT ID Department of Administrative Services DAS501210
DIVISION OR INSTITUTION Office of Information Technology	UNIT OR OFFICE Information Technology Services (ITS) Ohio Digital Government	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006659	<input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/>
			Agency Organizational Tree
	USUAL WORKING TITLE OF POSITION Administrative Professional		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 type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit 22 PR - 10 Page 1 of 1
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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
65	Provides administrative professional services to the Information Technology Services (ITS) Data System Administrator on behalf of the Office of Information Technology (OIT); responsible for meeting schedule/calendar of ITS/Digital Government Administrator; will greet visitors/vendors meeting with IT Administrator; will gather information and prepare ITS & Digital Government OIT Weekly Updates for review by Administrator and submit documents to the OIT Chief Information Officer; provides support in answering general clerical inquiries regarding the Ohio Business Gateway & Digital Government Program offices; will track and prepare reports for management review of ITS & Digital Government metrics involving DAS and the Governor's Office; will assist in overseeing payroll processing for ITS staff (e.g., ensures employees requests for leave and time has been approved by manager; independently formulating decisions regarding the unit payroll utilizing the PeopleSoft Application and employee performance evaluations as needed; ensures employee performance evaluations are completed by appropriate managers and submitted in a timely manner.	Knowledge of (1) agency policies/procedures*; (2) ITS procedures*; (3) agency payroll procedures*; (4) agency performance evaluation review procedures*; (5) administrative practices & procedures; (6) business administrative, management or public administration; (7) public relations. Skill in (8) business office software applications (e.g., Microsoft Office); PeopleSoft Application (e.g., OAKS*); (9) operation of personal computer. Ability to (10) deal with problems involving several variables within familiar context; (11) apply principles to solve practical, everyday problems; (12) interpret instructions in written or oral form; write routine business letters following standard procedures; (13) complete routine forms or records.
35	Attends meetings, takes minutes/notes & coordinates staff and manager tasks; responsible for monitoring & coordinating Administrator's calendar; drafts correspondence for Administrator & other management team members as needed;	Knowledge of 1*, 2*, 5, 6, 7. Skill in 8. Ability to 10, 11, 12, 13.

*Developed after employment.

JOB CODE 16874	JOB CODE TITLE Administrative Professional 4	APD 5-17-12 <i>USD</i>
		List Position Numbers & Job Titles of Positions Directly Supervised:
		SIGNATURE OF AGENCY REPRESENTATIVE 
		DATE 4-25-12