

POSITION DESCRIPTION		AGENCY/DEPT ID DAS105000
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE Properties & Facilities	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20072222	<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 2		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: 7:00 a.m. TO: 4:00 p.m. (Report in location & work hours subject to change)

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
75	Provides secretarial & routine administrative support to GSD Office of Properties & Facilities (OPF) by relieving supervisor of routine administrative duties: makes recommendations regarding program activities & assist in developing new procedures related to established program policy; resolve problems in collaboration with superior; responds to administrative & programmatic issues & needs of OPF management; prepares reports, spreadsheets & graphs; coordinates, analyzes & controls support services activities; maintains databases of license renewal & fees for elevators, x-ray machines, underground storage tanks, MARCS radios & cost per copy; performs purchasing functions (e.g., prepares purchase requests, confirms purchase orders, request goods & services, confirms receipt & delivery of equipment, materials & supplies to agency users, ensures that no goods & services are provided without purchase order); prepares & maintains vehicle maintenance, mileage & service records; coordinates ordering, tracking, distribution, invoice review & replacement of Facilities Management employees' uniforms & safety boots; maintains & updates OPF mobile phone directory; maintains OPF Facility 360 software (e.g., enters, proofs & troubleshoots issues, updates & adds security profiles); coordinates customer interface/feedback & creates surveys, analyzes survey results & prepares reports.	Knowledge of (1) Agency regulations, policies and procedures; (2) State of Ohio regulations; safety standards & practices applicable to licenses (e.g., underground storage tanks, x-ray machines disposal of hazardous materials); (3) customer service; (4) agency purchasing & requisition*. Skill in (5) operation of personal computer & associated hardware & software (e.g., MS Word, Access; PowerPoint, Internet, Facility 360*, OAKS*, FAMS systems*) with advanced MS Excel (i.e., create spreadsheet, charts, graphs, & tables). Ability to (6) define problems, collect data establish facts & draw valid conclusions; (7) maintain accurate records; (8) carry out detailed instructions in verbal or written form; (9) prepare meaningful & concise reports; (10) organize time & materials to meet deadlines; (11) sort items into categories according to established methods; (12) obtain & maintain valid driver's license.
15	Performs secretarial duties: conducts back-up duties for OPF Support staff; prepares correspondence; delivers OPF ID badges; organizes & maintains shared group drive documents & updates OPF website; contacts appropriate vendor for repairs to copier, fax machine & printers.	Knowledge of 1, 3 Skill in 5, Ability to 6,7, 8, 9, 10, 11, 12, 13
10	Works with DAS, GSD, Business Office Fixed Asset team to monitor receipt & tagging of facility fixed assets & inventory: ensures procedures are followed; prepares appropriate documentation & reports for disposition or surplus of items in accordance to Project Procedures & Accounting Controls Policy; coordinates mobile phone equipment & usage; other duties as assigned.	Knowledge of 1, 3, 4 Skill in 5, Ability to 6,7, 8, 9, 10, 11, 12, 13

*developed after employment.

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE <i>Chris Selch/ce</i>	DATE 12/16/14
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Appd 12.16.14 (ce)

POSITION NUMBER
20072222

JOB CODE TITLE
Administrative Professional 2

JOB CODE
16872