

# POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY  
Department of Administrative Services

DIVISION OR INSTITUTION  
Office of Information Technology

UNIT OR OFFICE  
OAKS/Program Administration

POSITION NUMBER  
20073716

State Agency     County Agency     New Position     Change

County of Employment  
Franklin

USUAL WORKING TITLE OF POSITION  
Administrative Assistant

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR  
20073332 Deputy Director 6

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

Page 1 of 2

### JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
55	Assists in program direction by relieving Ohio Administrative Knowledge System (OAKS) Executive Program Manager of variety of difficult administrative duties: responds to issues & needs of program staff; leads work groups on special projects; provides work direction to other administrative staff; develops & implements administrative policies & procedures; serves as liaison between Program Director & subordinates, project consultants, upper-level management, & representatives of other agencies; gives direction to program staff; follows up on issues & transmits solutions & recommendations; composes &/or prepares confidential documents & correspondence; assumes responsibility & authority for business functions in absence of Program Manager.	Knowledge of (1) business administration; (2) executive level office administration; (3) public relations/customer service; (4) office practices & procedures; (5) agency policies & procedures*; (6) government structure & process*; (7) customer service techniques; Skill in (8) operation of personal computer & associated hardware/software (e.g., Microsoft Office, Outlook; MS Project, PowerPoint, Project Server); Ability to (9) write letters, papers & reports; (10) handle sensitive inquiries from & contacts with government officials; (11) define problems, collect data, establish facts & draw valid conclusions; (12) establish work priorities & meet deadlines; (13) communicate effectively in writing & orally.
30	Manages business functions of OAKS Program Management Office (PMO): reviews consultants' billings for accuracy & coordinates payments with business office; coordinates telephone services (e.g., ordering additional telephone lines & hardware, troubleshoots telephone issues); works directly with Business Office's fiscal staff in preparing purchase request forms for purchases from Certificate of Participation funds & operating funds; gathers quotes for procuring items from vendors; prepares purchase orders; enters procurement requests into release & permit system for approval; acts as facilities coordinator & liaison between building managers, Department of Administrative Services, & other agencies regarding building matters (e.g., acquiring additional space, moves); coordinates onboarding & offboarding of OAKS staff.	Knowledge 1, 2, 3, 4, 5*, 6*, 7 Skill in 8 Ability to 9, 10, 11, 12, 13.  *developed after employment

JOB CODE TITLE  
Administrative Assistant 3

JOB CODE  
63123

List Position Numbers & Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



6-17-09

Appl 6-23-09 CB

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15	<p>Performs other related administrative duties: sorts &amp; forwards mail; files &amp; maintains documents &amp; records; responds to customer inquiries via letter, email &amp;/or telephone; orders office supplies, furniture &amp; equipment; schedules meetings (e.g., reserves conference rooms, invites meeting guests, sets up meeting rooms, tracks action items, creates meeting minutes); creates &amp; maintains variety of contact/distribution lists in a contact database; attends training seminars &amp;/or courses</p> <p>Position is overtime exempt.</p>	<p>Knowledge 1, 2, 3, 4, 5*, 6*, 7 Skill in 8 Ability to 9, 10, 11, 12, 13.</p>

JOB CODE TITLE  
Administrative Assistant 3

JOB CODE  
63123

List Position Numbers & Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*Debra White*

6-17-09

App 6-23-09 CB