POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services
DAS105000

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
General Services Division	Deputy Director's Office	FRANKLIN

POSITION NUMBER 20075548

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: College Intern

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: See Table of Organization

☐ Permanent ☒ Temporary ☐ Intermittent

☐ Classified ☒ Unclassified

Overtime: ☒ Eligible ☐ Exempt

If FLSA Exempt, exemption type:

Bargaining Unit 14

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NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00am TO: 5:00pm (Report-in location & work hours subject to change.)

JOB TITLE: College Intern

JOB CODE: 99940

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
60	Assists with developing & executing project proposals/plans for all operating units within General Services Division (e.g., Deputy Director's Office, Business Operations, Fleet Management, Real Estate & Planning, Procurement Services, Risk Management, State Printing, Properties & Facilities): analyzes & evaluates programs, procedures & policies; conducts research & applies critical thinking to resolve identified issues; provides technical advice to aid deputy director's office in decision making; creates & maintains training & guidance resources; researches & responds to inquiries & complaints; writes position papers & reports; facilitates meetings & makes presentations.	Knowledge of (1) business administration, public administration or related field; (2) data analysis; (3) operational, mathematical, analytical &/or statistical research techniques used in problem solving or decision making; (4) project management; (5) state government organization, processes & timelines*. Skill in (6) verbal/written communication; (7) operation of personal computer & associated software (e.g. MS Word, Excel, PowerPoint, Outlook, OAKS*); Ability to (8) think critically to define problems, collect data & information, establish facts & draw valid conclusions; (9) maintain congenial respectful work relationships with diverse groups of people; (10) respond to inquiries in courteous & friendly manner; (11) prepare meaningful, accurate & concise reports; (12) prioritize work assignments; (13) work on assignments with little supervision.
25	Collects, organizes & analyzes data: prepares & maintains reports, records &/or technical evaluations related to research or surveys conducted; identifies trends; provides suggestions on program or process improvements.	Knowledge of 1, 2, 3 Skill in 6, 7 Ability to 8, 9, 10, 11, 12, 13
15	Serves in informational &/or advisory capacity with program units of General Services Division: coordinates meetings; follows up on action items; prepares progress reports & timelines; other duties as assigned.	Knowledge of 1, 4 Skill in 6, 7 Ability to 11, 12, 13
		*developed after employment.

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE: Erik Jassels

DATE: 7/8/15

Apd 7.8.15 ce