

|  |  |                                  |
|--|--|----------------------------------|
| <b>POSITION DESCRIPTION</b>                          |  | AGENCY/DEPT ID<br>DAS105625      |
| DIVISION OR INSTITUTION<br>General Services Division | UNIT OR OFFICE<br>State Architect's Office | COUNTY OF EMPLOYMENT<br>Franklin |

|   |  |   |   |
|---|--|---|---|
| POSITION NUMBER<br>20076291   | <input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update   |   | Position Hyperlinked to <input type="checkbox"/>  |
|   |  |   | Agency Organizational Tree  |
|   | USUAL WORKING TITLE OF POSITION<br>Program Services Intern   |   | POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR<br>20005519 Deputy Director 5  |
|   | <input type="checkbox"/> Permanent<br><input checked="" type="checkbox"/> Temporary<br><input type="checkbox"/> Intermittent   | <input type="checkbox"/> Classified<br><input checked="" type="checkbox"/> Unclassified<br><input type="checkbox"/> Essential   | Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt<br><br>If FLSA Exempt, exemption type: |
| NORMAL WORKING HOURS (Explain unusual or rotating shift):<br>FROM: 8:00a.m. TO: 5:00p.m. Report in location subject to change |  |   |   |
| <b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>   |  |   |   |
| %   | Job Duties in Order of Importance  | Knowledge, Skills & Abilities   |   |
| 40  | Provides support & assistance to Program Services unit on various projects: scans 330 proposals for OU project; scans Coit Road Reports & create folder structure; scans contractor & A/E evaluations; organizes photos to get framed & creates project summary to include in framing; assists in revising Prevailing Wage Manual; conducts data entry of state-owned facility energy consumption bills into Portfolio Manager; coordinates collection of utility bills from landlords & enters into Portfolio Manager; downloads energy reports & formats March 2009 energy consumption report; assists with collection & filing of Energy Audit Reports & associated data. | Knowledge of (1) agency regulations, policies & procedures*; (2) office practices & procedures*<br>Skill in (3) operation of a personal computer & related software (e.g., Microsoft Word, Excel, Outlook & PowerPoint); (4) operation of calculator, telephone, shredder, copier & fax machine. Ability to (5) carry out detailed but basic written or oral instructions; (6) apply principles to solve practical, everyday problems; (7) count, do basic addition & subtraction; (8) read, comprehend & record figures accurately; (9) copy materials accurately & recognize grammatical & spelling errors; (10) maintain accurate records & files. |   |
| 30  | Provides clerical support to SAO College program: reviews approximately 6,000 SAO College attendee addresses for duplicates; consolidates SAO College mailing list; assists with graphic design for SAO College materials (postcard, posters, flyers).   | Knowledge of 1*, 2*<br>Skill in 3, 4<br>Ability to 5, 6, 9, 10  |   |
| 30  | Assists with creating web links & basic website updates: moves Notices of Commencement to OAKS CI site & creates link for each file; assists with migration of SAO content from previous web site to current web site; cooperates with co-workers on group projects; performs additional duties as assigned.   | Knowledge of 1*, 2*<br>Skill in 3, 4<br>Ability to 5, 6, 9, 10, (11) perform basic website updates.   |   |
| JOB CODE<br>99940   | List Position Numbers & Job Titles of Positions Directly Supervised:   |   | SIGNATURE OF AGENCY REPRESENTATIVE<br>    |
|   |  |   | DATE<br>6/11/09   |

april 6-25-09 csl