

# POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY  
Office of Information Technology

DIVISION OR INSTITUTION  
Investment & Governance Division

UNIT OR OFFICE  
Director's Office

POSITION CONTROL NUMBER  
60007.0

CLASS TITLE  
Administrative Assistant 2

CLASS NUMBER  
63122

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  
60006.0 Information Technology Consultant 3

NORMAL WORKING HOURS (Explain unusual or rotating shift)  
Intermittent hours as needed

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### JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
50	Assists in program direction by relieving Information Technology Advisory Council Chairperson & Office of Information Technology (OIT) Deputy State Chief Information Officer (DSCIO) of non-routine administrative duties related to advisory council activities: works in conjunction with assigned staff & designees to plan, prepare, communicate, organize, orchestrate, document & follow up on activities relative to operation of advisory councils, council subcommittees & other initiatives/projects (e.g., schedules meetings; coordinates, drafts & sends notifications regarding meetings, upcoming recommendations, recommendation results & other items of communication, prepares & distributes meeting agenda & pre-meeting reading materials; records, drafts, publishes & distributes meeting minutes); develops & implements policies & procedures for councils & subcommittees; handles sensitive communication among council/committee members & to/from chairpersons & members; researches & responds to inquiries & comments; furnishes information & explains programs.	Knowledge of (1) business administration; (2) public/human relations; (3) information technology issues; (4) meeting planning; (5) Internet research practices & resources; (6) agency policies & procedures* Skill in (7) operation of personal computer & associated hardware/software (e.g., MS Word, Excel, PowerPoint); Ability to (8) handle sensitive telephone & face-to-face inquiries & contacts with public & government; (9) write letters, papers & reports; (10) define problems, collect data, establish facts & draw valid conclusions; (11) gather, collate & classify information according to established methods; (12) multi-task & manage time-sensitive projects.
50	Performs other related administrative duties as required: maintains procedure manuals & other documentation (e.g., charter, guiding principles); creates & distributes new member orientation materials; performs Internet research of other states & organization relative to council activities; drafts correspondence to State CIO &/or Deputy State CIO on behalf of council/committee chairpersons; completes special assignments/projects relative to Office of information Technology; creates & maintains Knowledge Management repository; analyzes database information & discusses pertinent information with OIT management for decision-making; creates reports relative to member attendance.	Knowledge of 1, 2, 3, 4, 5 Skill in 6 Ability to 7, 8, 9, 10, 11

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*MF Caswell*

12/22/04

Apd 1-10-05 CB