

# POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY  
Office of Information Technology

DIVISION OR INSTITUTION  
Office of the State Chief Information Officer

UNIT OR OFFICE  
Digital Government Group

POSITION CONTROL NUMBER  
61202.0

State Agency     County Agency     New Position     Change

County of Employment  
Franklin

USUAL WORKING TITLE OF POSITION  
Administrative Assistant 3

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR  
61200.0    Data Systems Administrator

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

## JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in order of Importance	Minimum Acceptable Characteristics
40	<p>Acts for Digital Government Administrator &amp; state agency customers, legislature, citizens, vendors (e.g., communicates policies and procedures); independently conducts research &amp; formulates correspondence, policies, procedures, reports &amp; non-typical documents (i.e., Dept. of Taxation sensitive, confidential financial &amp; tax related documents); facilitates &amp; expedites administrator's review process by proactively identifying, ascertaining and incorporating essential information to aid administrator in decision making (e.g., comprehensively reviews wide array of departmental issues; analyzes recommendations; identifies and consults with appropriate management staff to ensure thorough review and consideration of respective implications, impacts, and benefits; advises and works with unit staff to further define, develop &amp; include essential components in reports, recommendations, &amp; correspondence necessary for administrator's review/approval); reviews, researches &amp; edits documentation (e.g., unit documents, newsletters, brochures, correspondence, recommendations, position documents, policies, directives, press releases, contracts, controlling board requests) to facilitate administrators approval processes.</p>	<p>Knowledge of (1) agency policies &amp; procedures (e.g., work rules, work deadlines)*; (2) business administration, management or public administration; (3) public relations/customer service, (4) government structure &amp; process*. Skill in (5) operation of personal computer &amp; associated hardware/software (e.g., MS Word, Excel &amp; PowerPoint). Ability to (6) define problems, collect data, establish facts &amp; draw valid conclusions, (7) gather, collate &amp; classify information about data, people or things, (8) write standard business correspondence, reports, memoranda &amp; like documents; (9) handle routine &amp; sensitive telephone, written &amp; face-to-face contacts with employees, general public, private &amp; government officials.</p>
20	<p>Independently responsible for managing business functions of Digital Government Office: conducts studies &amp; makes written recommendations on unit's housing &amp; equipment needs; researches in-house files &amp; other record sources to gather information to assist administrator; schedules &amp; arranges out-of-state travel for administrator; operates personal computer (e.g., MS Word, Excel &amp; PowerPoint) to produce typed correspondence, reports, lists, forms, envelopes &amp; PowerPoint presentations; files documents in alphabetical/numerical or topic order; oversees office budget development &amp; expenditure controls; plans &amp; coordinates purchase &amp; allocation of office space, telephones, equipment &amp; supplies. Performs other related duties as required.</p>	<p>Knowledge of 1*, 2, 3, 4*, (10) budget development &amp; control; (11) space planning; Skill in 5; Ability to 6, 7, 8, 9, (12) sort items into categories according to established methods.</p> <p>*developed after employment</p>

CLASS TITLE  
Administrative Assistant 3

CLASS NUMBER  
63123

*Apd 2-14-05 CB*

List Position Numbers and Class Titles of positions directly supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



*2-2-05*

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POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR  
61200.0   Data Systems Administrator

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

## JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in order of Importance	Minimum Acceptable Characteristics
20	Provides assistance as needed to Digital Government administrator & Office of the State Chief Information Officer in implementing policy & procedures for new enterprise initiatives related to digital/electronic government as part of the Ohio Office of Information Technology; independently creates procedures & forms for interacting with state agencies as part of initiative implementations; works with subject matter experts and program managers in development of initiative implementations.	Knowledge of 1*, 2, 3, 4* Skill in 5; Ability to 6, 7, 8, 9.
20	Oversees meeting, seminar & conference arrangements & participates as necessary to represent administrator: schedules appointments for & arranges date, time & location of meetings with administrator & other Digital Government management staff; drafts outline of meeting agendas & forwards to meeting participants in advance; retrieves & compiles material & writes outline/synopsis of meeting agenda to ensure administrator & staff are prepared for scheduled meetings; attends meetings to actively participate in presenting information & responding to comments/questions of other participants on behalf of administrator; writes & submits reports to administrator summarizing details of meetings attended.  Position is in unclassified service per Section 124.11(A)(9) of Ohio Revised Code & is overtime exempt.	Knowledge of 1*, 2, 3, 4* Skill in 5; Ability to 6, 7, 8, 9.  *developed after employment

CLASS TITLE  
Administrative Assistant 3

CLASS NUMBER  
63123

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SIGNATURE OF AGENCY REPRESENTATIVE

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2-2-05

Cpd 2-14-05 CB