Franklin County Board of Commissioners
HUMAN RESOURCES

Franklin County Board of Commissioners
Classification Specification & Job Description

CLASSIFICATION TITLE: Administrative Assistant 2	**CLASS NUMBER:** 10252	**FLSA:** Non-Exempt
AGENCY/DIVISION: Economic Development & Planning	**JOB TYPE:** Full Time, Classified	**PROBATION PERIOD:** 180
BARGAINING UNIT: Non-Bargaining	**PAY GRADE:** N12	**POSITION CONTROL #:** TBD
POSITION LOCATION: 150 South Front Street, Columbus, Ohio 43215	**TYPICAL WORK SCHEDULE:** Monday – Friday 8:00 AM – 5:00 PM	**SUPERVISOR (PCN):** Assistant Director (051100)
JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:		

CLASSIFICATION PURPOSE:
The primary purpose of the Administrative Assistant 2 classification is to manage the administrative functions of assigned administrator or department director. The classification provides back-up support to other departments, as assigned.

JOB DUTIES:
Provide administrative support by performing customer service and administrative duties for the agency director and assistant directors. Verbal and written communication on behalf of the director's, as requested. Oversee and maintain calendar and contacts. Schedule and organize meetings and events. Assist with travel arrangements for both in and out of state travel. Order office supplies and be agency liaison between department and office supply distributor, perform year-end completion of office inventory and prepare and submit inventory worksheets. Oversee storage of documents and office paperwork to remote location and liaison between agency and storage company. Attend meetings and prepares reports for charitable campaigns. Agency liaison with Lazarus building staff to set meetings, dates for inspections, written and verbal correspondence for agency concerns. Agency safety liaison for safety drills; fire, tornado, etc. Maintain building/office equipment information.

Support agency director during annual Tax Incentive Review Council (TIRC) meeting; retrieve and compile property information, complete meeting packets, deliver meeting packets, liaison between agency and TIRC board members. Support agency director in annual Ohio Department of Development incentive reporting.

These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

MAJOR WORKER CHARACTERISTICS:
Knowledge of inventory; accounting; public relations; office practice and procedures; agency policies and procedures; government structure and process. Skill in word processing; dictation; equipment operation. Ability to define problems, collect data, establish facts and draw valid conclusions; calculate fractions, decimals and percentages; maintain accurate records; complete routine forms; prepare meaningful, concise and accurate reports; gather, collate and classify information about data, people or things; cooperate with coworkers on group projects; handle sensitive inquiries from and contacts with officials and general public

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:
Associate's degree in business administration or related field with three (3) years of office administration or clerical experience; or any equivalent combination of training and experience.

Additional Requirements
Must meet background check requirements. No special license or certification is required.

Supervisory Responsibilities
None required.

UNUSUAL WORKING CONDITIONS:
N/A

Acknowledgement of Receipt:
I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

_____	_____	_____
Employee Name	Employee Signature	Date