

**Franklin County Board of Commissioners
Classification Specification & Job Description**

<u>CLASSIFICATION TITLE:</u> Program and Office Assistant	<u>CLASS NUMBER:</u> 10203.2	<u>FLSA:</u> Non-Exempt
<u>AGENCY/DIVISION:</u> Purchasing Department	<u>JOB TYPE:</u> Full Time, Classified	<u>PROBATION PERIOD:</u> 180
<u>BARGAINING UNIT:</u> Non-Bargaining	<u>PAY GRADE:</u> N9	<u>POSITION CONTROL #:</u> 020042
<u>POSITION LOCATION:</u> 373 S. High St., Fl 25, Columbus, OH 43215	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> Compliance Program Manager (020002)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		

CLASSIFICATION PURPOSE:

The primary purpose of the Program and Office Assistant classification is to provide general administrative project, and program-specific support work for the department involving the management of administrative and office functions, and the support of various departmental programs and initiatives.

JOB DUTIES:

Performs complex duties of an administrative nature in support of the Purchasing Department. Creates, prepares and completes a variety of correspondence, forms, records, and other documents which requires knowledge of departmental programs, policies and procedures. Distributes documentation or retains records as appropriate. Greets individuals entering the office for the purpose of responding to inquiries and receiving bids and proposals. Answers and directs incoming calls. Receives and distributes mail. Coordinates travel plans, as necessary. Facilitates onboarding and offboarding activities of new employees. Schedules meetings, creates agendas, and generates meeting minutes. Supports fiscal review, p-card administration, and records management activities as directed by the Compliance Program Manager. Submits requisition requests. Provides backup support for purchase order batching and p-card administration activities in the absence of primary staff or as directed by the Compliance Program Manager.

Manages the office environment through the ordering of office supplies, coordination of office events, maintaining current communications and postings in various office locations, as well as assisting with maintenance of the department’s portal and website content. Supports agency supervisors with unit inventory.

Serves as department representative for various County initiatives including, but not limited to, the Combined Charitable Campaign, Wellness Champion program, and Safety Committee.

Maintains regular and predictable attendance.

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 office management systems and procedures. Knowledge of requisition requests and preparing invoices for payment. Ability to demonstrate Microsoft Office competencies and office equipment operation. Ability to analyze problems, collect data, establish facts, and draw valid conclusions; understand manuals and follow verbal and written instruction; comfortably work with technology; prepare meaningful, concise and accurate reports; handle sensitive inquiries from the general public. Experience communicating with diverse populations.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Associates degree with coursework emphasis in business administration, with two (2) years of clerical or office administration experience; or any equivalent combination of training and experience.

Additional Requirements

Must meet background check requirements.

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