

Franklin County Data Center Job Posting

Administrative Assistant

ANNUAL SALARY: \$30,129-42,181 **Excellent Benefits Package

SUMMARY

Schedules appointments, gives information to callers, and otherwise relieves officials of clerical work and minor administrative and business detail by performing the following duties. Must successfully complete 120-day probationary period.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Answer the main Data Center phone line directing caller to appropriate personnel.
- Greet scheduled visitors and directs to appropriate area or person.
- Provide information to visitors and control access to Data Center facilities.
- Coordinate and arrange meetings, prepare agendas, reserve and prepare facilities.
- Coordinate maintenance between Data Center and Public Facilities.
- Gather information and assist with the Director's and Data Board reports.
- Scan various projects for monthly Data Board, state audit and other special assignments.
- Provide and control the distribution of office supplies.
- Answer and screen manager's telephone calls, and arranges conference calls.
- Conduct research, and compile and type statistical reports.
- Schedule custodial and cleaning operations and inspect areas to ensure work has been properly performed.
- Coordinate the scheduling of Data Center facilities, including conference and training room reservation and set-up.
- Manage Data Center photocopy and mail distribution services, including the publication of official notices and/or other publications.
- Perform meeting room set-up prior to Data Board meetings and assist in preparation of monthly Data Board meeting
- Manage dress down activities including issuing dress down cards, collecting and reconciling the funds, and updating the calendar with accurate information.
- Maintain the absent calendar for the Data Center.
- Perform other duties, as assigned.

SUPERVISORY RESPONSIBILITIES

None

QUALIFICATIONS:

- Experience in use of a personal computer, printer, copier, fax, and telephone system.
- Proficiency in MS Office, including Word, Excel, and PowerPoint.
- Strong oral communication and interpersonal relationship skills - including assertiveness, tact, candor, empathy, and sensitivity.
- Strong writing skills including proper use of spelling, grammar, sentence construction, punctuation, and proofreading.
- Strong problem solving skills.

- Excellent follow-up and follow-through skills are required.

EDUCATION and/or EXPERIENCE

High School or equivalent education with some college coursework preferred. Two years of office administration or related experience is required. Education may be substituted for experience at the Director's discretion.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Data Center Benefits Summary:

Medical, Vision, Life, Mental Health, Direct Deposit, Credit Union, Deferred Comp, Retirement, Sick and Vacation Accrual, Tuition Reimbursement

Send resume, references, and salary requirements to:

FRANKLIN COUNTY DATA CENTER

Attn: Jessica Wilkins-Bibbs, Director, Human Resources

373 S. High St. 9th Floor Columbus, OH 43215-4599

<http://datacenter.franklincountyohio.gov/>

EOE

No Fees