

# POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY  
Department of Administrative Services

DIVISION OR INSTITUTION  
General Services Division

UNIT OR OFFICE  
State Architect's Office

State Agency    County Agency    New Position    Change

County of Employment  
Franklin

USUAL WORKING TITLE OF POSITION  
Project Coordinator

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR  
11400.0 Architect Administrator

NORMAL WORKING HOURS (Explain unusual or rotating shift)  
7:00 a.m. - 4:00 p.m.

### JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
65	<p>Serves as project coordinator &amp; State Architect's Office (SAO) point of contact for all parties involved in capital construction projects. Prepares contract documents using an Excel spreadsheet to merge data into Word documents package; executes &amp; tracks contracts for all phases construction; enters negotiated details into contract document &amp; gathers additional required backup; completes entries to certain project forms &amp; ensures all forms are accurately completed; expedites requests for required approvals for contract; tracks project schedule (i.e., ensures that certain tasks for projects are anticipated &amp; completed within prescribed time frames); prepares Controlling Board Criteria for funding releases; tracks encumbrances &amp; Controlling Board releases (e.g., inputs reporting data into accounting systems; responds to inquires from contractors, associates, construction managers &amp; owners; provides direction in completing complex Excel forms; assists in solving problems related to Excel forms required for submittal; calculates &amp; balances labor/material percentages on construction cost breakdown; notifies owners to submit requests for funding to Controlling Board; reviews invoices, verifies costs &amp; approves payment; processes change orders to ensure timely overall approvals &amp; payments; prepares &amp; submits requests to project owners for escrow funds; tracks liability insurance, BWC Workers Compensation coverage, &amp; Drug-Free Workplace Program enrollment; coordinates communication between SAO &amp; project principles; compiles, organizes &amp; maintains all types of documents for project; resolves problems/issues arising during project life cycle; recommends policy &amp; procedure changes; frequently &amp; continually follows up on issues &amp; concerns during all phases of capital project development; advises escrow agent &amp; contractor when project is completed; issues authorization to escrow agent to release all monies due to contractor.</p>	<p>Knowledge of (1) accounting; (2) applicable state &amp; federal laws, rules, &amp; regulations governing documents processed, reviewed &amp; or prepared *; (3) public relations &amp; customer service techniques; (4) multi-phase, large-budget construction projects; (5) project coordination; (6) electronic forms &amp; their relationship within Excel workbook; (7) basic construction industry terms &amp; related contract language. Skill in (8) operation of personal computer &amp; associated software (e.g., MS Word, Excel, PowerPoint*, e-mail*) (9) use of advance MS Word &amp; Excel functions (e.g., formulas, linking workbook, importing/exporting data, merging); (10) use of state accounting system *.</p> <p>Ability to (11) efficiently manage multiple tasks at same time; (12) organize time &amp; materials to meet deadlines; (13) observe, track &amp; manage many details; (14) apply principles to solve simple &amp; complex problems; (15) gather, collate &amp; classify information about data, people or things; (16) define problems, collect data, establish facts &amp; draw valid conclusions; (17) communicate effectively with project team, SAO staff &amp; management (e.g., advise on how to complete electronic forms); (18) organize &amp; maintain accurate records; (19) complete project work assignments accurately &amp; in timely manner.</p> <p>* developed after employment</p>

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*Richard M. Hickman* 01-2004

POSITION CONTROL NUMBER  
11412.0

CLASS TITLE  
Accountant/Examiner 3

CLASS NUMBER  
66113

*Apr 1-27-04 CB*

