

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
General Services Division

UNIT OR OFFICE
Asset Management Services

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Management Analyst Supervisor 2

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
10101.0 Business Operations Manager 3

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
30	<p>Manages state property inventory & asset management program for State of Ohio: plans & directs operation & development of program for all state agencies, boards & commissions; oversees ongoing operations & upgrades to statewide Fixed Asset Management System (FAMS), including related system activities & software applications; administers statewide inventory contact-compliance program utilizing software applications for maintaining & reporting agency customer contact information, filing certification status & agency certified inventory activity data.</p>	<p>Knowledge of (1) inventory control; (2) Generally Accepted Accounting Principles (GAAP); (3) Fixed Asset Management System*; (4) ORC & Federal regulations*; (5) departmental policies & procedures*; (6) office management; (7) work force planning; (8) employee training & development; (9) asset management business practices.</p> <p>Skill in (10) operation of personal computer; & software; (e.g., MS Word, Excel & Access)</p> <p>Ability to (11) apply principles to solve practical, everyday problems; (12) deal with a variety of variables in somewhat unfamiliar context; (13) define problems, collect data, establish fact & draw valid conclusions; (14) interpret a variety of technical material in books, journals & manuals; (15) originate routine business letters reflecting standard procedures; (16) understand manuals & verbal instructions, technical in nature; (17) prepare meaningful, concise & accurate reports; (18) proof-read technical materials, recognize errors & make corrections; (19) use proper research methods in gathering data.</p>
15	<p>Provides technical direction, assistance, & functional supervision to agency asset management personnel: resolves related problems incurred by legislated agency mergers & transfers, termination of agencies, converting of inventory data to FAMS, & reconciling inventory activity; serves as asset management liaison for DAS with Auditor of State, Office of Budget and Management, other agencies & private entities.</p>	<p>Knowledge of 1, 2, 3*, 4*, 5*, 6, 9</p> <p>Skill in 10</p> <p>Ability to 11, 12, 13, 14, 15, 16, 17, 18, 19</p> <p>* developed after employment</p>

POSITION CONTROL NUMBER
14100.0

CLASS TITLE
Management Analyst Supervisor 2

CLASS NUMBER
63216

April 3-23-06 cl

List Position Numbers and Class Titles of Positions Directly Supervised:

- 14102.0 Management Analyst Supervisor 1
- 14103.0 Management Analyst Supervisor 1
- 14108.0 Management Analyst Supervisor 1

SIGNATURE OF AGENCY REPRESENTATIVE

Jeffrey Westhoven/jac

DATE

3/21/06

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

JOB DESCRIPTION AND WORKER CHARACTERISTICS

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15	Establishes & implements Statewide Property Inventory Policies & Procedures: reviews & implements into inventory & asset management program all relevant policies & procedures of DAS Fleet, DAS Surplus, DAS Records Management, DAS Risk Management, DAS Real Estate Services, DPS Homeland Security, as well as OBM State Financial Reporting & Accounting Policies of Capital Assets, & Federal rules & regulations that affect maintaining & reporting of state property inventory & assets. Reviews, evaluates & plans for future policies & procedures relevant to proposed OAKS' PeopleSoft Asset Management Module.	Knowledge of 1, 2, 3*, 4*, 5*, 6, 9 Skill in 10 Ability to 11, 12, 13, 14, 15, 16, 17, 18, 19
10	Supervises & provides technical direction & assistance to staff personnel: directs on non-capital & capital asset accounting policies, new improvements, ongoing operations & special projects; works with & coordinates agency reported real property inventories, including FAMS data, with DAS Real Estate Services inventory data; plans & coordinates technical issues & processes involving applications with DAS ITS support personnel.	Knowledge of 1, 2, 3*, 4*, 5*, 6, 7, 8, 9 Skill in 10 Ability to 11, 12, 13, 14, 17, 19
10	Plans, evaluates & implements new software systems & processes: improves collection, maintenance & reporting of inventory data; ensures ongoing data integrity, including issues due to changes with technology, policies & organization, & improving standardization of data, as well as consistency & accuracy of information. Provides technical proposals & oversight to implement enhancements to FAMS, Web based Fixed Asset Search & Transfer (FAST) & Certification Application systems, & Access based Fixed Asset Customer Tracking System (FACTS).	Knowledge of 1, 2, 3*, 4*, 5*, 6, 9 Skill in 10 Ability to 11, 12, 13, 14, 15, 16, 17, 18, 19
10	Prepares budget & business plans for program: plans & prepares unit budget; reviews, justifies & approves expenditures for program. Conducts medium to long-range plans for unit, including inventory software systems, data collection, reporting systems, & electronic exchange-transfer of inventory information.	Knowledge of 1, 2, 3*, 4*, 5*, 6, 9 Skill in 10 Ability to 11, 12, 13, 14, 15, 16, 17, 18, 19 *developed after employment

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