100-100U

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
General Services Division

UNIT OR OFFICE
Real Estate Services

POSITION CONTROL NUMBER
16100.0

CLASS TITLE
Real Estate Specialist Supervisor

CLASS NUMBER
84595

Appd 11-17-03 CB

☒ State Agency ☐ County Agency ☐ New Position ☒ Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Real Estate Specialist Supervisor

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
16106.0 Real Estate Administrator 2

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
35	Plans, directs and administers real estate operations in Office of Real Estate Services section on a statewide basis for agencies, elected officials colleges and universities. Administers and monitors functions related to commercial leasing, property sales, purchases, multipurpose leases, easements, and property appraisals. Reviews and recommends plans, revisions and development programs for agencies, elected officials, colleges and universities. Supervises real estate specialists; coordinates personnel assignments; maintains production standards & reviews status of work in progress.	Knowledge of (1) real estate drawings (e.g., plat/tax maps, blueprints); (2) commercial real estate (e.g., leasing, sales, property management, acquisition, appraisal/title review); (3) human relations; (4) supervision; (5) real estate practices, procedures & law; (6) agenc policies & procedures;* (7) government structure & process;* (8) business administration (e.g., structure of organization). Skill in use of (9) personal computer & associated hardware/software (e.g., MS Word, Excel, Lotus Notes*); (10) mathematical calculations (e.g., fractions, decimals, percentages). Ability to (11) define problems, collect data, establish facts, draw valid conclusions; (12) maintain accurate records; (13) originate real estate documents & correspondence to complete transactions; (14) prepare meaningful, concise & accurate reports; (15) proofread technical materials, recognize errors & make corrections; (16) handle routine & sensitive telephone inquiries from officials & general public; (17) cooperate with co-workers on group projects; (18) prioritize projects, multi-tasks & manage time; (19) create & maintain congenial work environment as supervisor of work unit. *developed after employment

List Position Numbers and Class Titles of Positions Directly Supervised:
16101.0 Real Estate Spec.
16110.0 Real Estate Spec

SIGNATURE OF AGENCY REPRESENTATIVE
Richard M. Hickman

DATE
10-22-03

100-100U

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
General Services Division

UNIT OR OFFICE
Real Estate Services

POSITION CONTROL NUMBER
16100.0

CLASS TITLE
Real Estate Specialist Supervisor

CLASS NUMBER
84595

☒ State Agency ☐ County Agency ☐ New Position ☒ Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Real Estate Specialist Supervisor 1

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
16106.0 Real Estate Administrator 2

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
35	Serves as lead liaison between state agencies, state and local public officials, state colleges and universities, attorneys, and private developers performing various real estate activities (e.g., conducting meetings to advise on procedures; drafting, reviewing, and recommending contractual agreements and other legal instruments). Coordinates work with developers and governmental agencies; inspects properties and leasehold improvements; reviews developmental plans, forms, proposals and contracts; conducts auctions.	Knowledge of 2, 3, 5, 6,*7,*8 Skill in 9 Ability to 11, 12, 13, 14, 15, 16, 18
30	Performs related administrative duties: prepares contracts; closes real estate purchases; auctions surplus property; reviews and responds to complaints and inquiries; attends meetings with state and local agencies and/or consultants; coordinates, recommends and approves construction of property and leasehold improvements; analyzes and evaluates consultants proposals, scope of services and real estate appraisals; approves and recommends values for property acquisitions; makes recommendations regarding disposals of surplus state land; develops comprehensive real estate reports and analyses. Trains other real estate staff and assists in technical project areas including strategy negotiations and closing; approves draft documents for final preparation and distribution by real estate staff. This position is overtime exempt.	Knowledge of 2, 3, 5, 6,*7,* 8 Skill in 9 Ability to 11, 12, 13, 14, 15, 16, 17, 18 *developed after employment

List Position Numbers and Class Titles of Positions Directly Supervised:
16101.0 Real Estate Spec.
16110.0 Real Estate Spec

SIGNATURE OF AGENCY REPRESENTATIVE: Richard M. Hickman

DATE: 10-22-03

Appd 11-17-03 CB