

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS/DAS105000

DIVISION OR INSTITUTION
General Services Division

UNIT OR OFFICE
Deputy Director's Office

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20005495

Reclassification

New Position

Update

Position Hyperlinked to

Agency Organizational Tree

USUAL WORKING TITLE OF POSITION

Deputy Director 6

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR

See Table of Organization

Permanent
 Temporary
 Intermittent

Classified
 Unclassified
 Essential

Overtime: Eligible Exempt

If FLSA Exempt, exemption type:
Executive

Bargaining Unit 22

Page 1 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):

FROM: 8:00 a.m.

TO: 5:00 p.m.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
65	<p>Acts as Chief Administrator for General Services Division: plans, directs & coordinates all activities related to GSD (eg. Business Operations, State Architect's Office, State Printing and Mail Services, Risk Management, Office of Fleet, Procurement Services, Office of Properties & Facilities, Real Estate & Planning); monitors overall activities to ensure department/division goals & objectives are met; plans, formulates & implements comprehensive policies, procedures, directives & guidelines related to aforementioned sections and office; develops coordinated systems & strategies that promote continual improvement; works with division deputies to implement agency & division goals; coordinates with DAS legislative liaison & relevant department & legal staff in initiating, recommending, & promoting legislation to achieve goals & objectives; supports legislative & marketing activities as necessary & appropriate; prepares reporting systems (e.g. work plan progress, performance measures, operating & capital budget reports, trends & future requirements); develops rate models for services responsive to customer needs; supervises assigned office or section managers and support staff.</p>	<p>Knowledge of (1) Ohio Revised Code Chapters 123 (land contracts, building construction and maintenance) and 125 (purchasing /printing); (2) human resource, office & project management; (3) contract & employment law; (4) supervision; (5) public relations; (6) agency policies & procedures*; (7) rate model development & implementation; (8) budgeting & accounting.</p> <p>Skill in (9) use of personal computer & software (e.g. MS Office Suite, PeopleSoft*); (10) statistical analysis; Ability to (11) use proper research methods in gathering data; (12) originate or edit articles for publication; (13) handle sensitive inquiries; (14) resolve complaints from customers; (15) define problems, collect data, establish facts, & draw valid conclusions; (16) evaluate multiple variables & determine specific course of action; (17) foster positive morale & spirit of cooperation with & for division; (18) effectively communicate ideas to diverse groups; (19) formulate & implement policy & procedure; (20) prepare meaningful, concise & accurate documents.</p> <p>*developed after employment</p>

JOB CODE TITLE
Deputy Director 6

JOB CODE
61316

List Position Numbers and Class Titles of Positions Directly Supervised:

See Table of Organization

SIGNATURE OF AGENCY REPRESENTATIVE

Paula J. Howard

DATE

2.3.15

Upd 2.3.15 (cc)

POSITION DESCRIPTION		AGENCY/DEPT ID DAS/DAS105000
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE Deputy Director's Office	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005495 JOB CODE TITLE Deputy Director 6 JOB CODE 61316	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION Deputy Director 6		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR See Table of Organization	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input type="checkbox"/> Classified <input checked="" type="checkbox"/> Unclassified <input checked="" type="checkbox"/> Essential	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type: Executive	Bargaining Unit 22 Page 2 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m. TO: 5:00 p.m.			
	JOB DESCRIPTION AND WORKER CHARACTERISTICS			
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
	15	Develops, implements & monitors plans for integrating latest technology into assigned operational processes: keeps current with advances in such technology & provides strategic direction for streamlining processes; assess comparable programs within other states & organizations to determine potential for transferability; directs efforts to minimize paperwork through use of electronic commerce and Internet.	Knowledge of 2, 5, 6* Skill in 9, 10 Ability to 11, 15, 16, 18, 19, 20	
	10	Oversees, approves & monitors training, education, certification, professional development programs & outreach efforts: oversees development of staff, managers & division employees; monitors division marketing, training, & education outreach to customers.	Knowledge of 4, 5, (21) employee training & development; (22) marketing Skill in 9 Ability to 12, 16, 17, 18	
	10	Supports director making presentations & providing information relative to office; completes other related tasks as assigned.	Knowledge of 5, 22 Skill in 9 Ability to 12, 18, 20	
	List Position Numbers and Class Titles of Positions Directly Supervised: See Table of Organization		SIGNATURE OF AGENCY REPRESENTATIVE <i>Pamela Howarth</i>	DATE 2/3/15

Upd 2-3-15 ea

*developed after employment