100-100U

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS/DAS105110

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
General Services Division	Deputy Director's Office	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: 20005393 Assistant Director

☒ 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 CODE TITLE: Deputy Director 6

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
65	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.	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. 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. *developed after employment

JOB CODE 61315

List Position Numbers and Class Titles of Positions Directly Supervised:

20005497 Business Oprs Mgr 3	20005692 Deputy Director 5
20005519 Deputy Director 5	20005699 Real Estate Admin 2
20005643 Program Administrator 1	20075575 Deputy Director 5
20005570 State Printing Std Admin	
20005616 Risk Mgmt Admin	
20005633 Project Mgr 1	

SIGNATURE OF AGENCY REPRESENTATIVE	DATE
Marshall Howard	1-30-12

April 1-6-12

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS/DAS105110

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
General Services Division	Deputy Director's Office	Franklin

POSITION NUMBER 20005495

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Deputy Director 6	20005393 Assistant Director

☒ Permanent ☐ Temporary ☐ Intermittent	☐ Classified ☒ Unclassified ☒ Essential	Overtime: ☐ Eligible ☒ 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 CODE TITLE Deputy Director 6

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

*developed after employment

Apd 1·6·12 (aw)

JOB CODE 61315

List Position Numbers and Class Titles of Positions Directly Supervised:
20005497 Business Oprs Mgr 3
20005519 Deputy Director 5
20005643 Admin Prof 4
20005570 State Printing Std Admin
20005616 Risk Mgmt Admin
20005633 Project Mgr 1
20005692 Deputy Director 5
20005699 Real Estate Admin 2
20075575 Deputy Director 5

SIGNATURE OF AGENCY REPRESENTATIVE	DATE
Randall J. Howard	1-30-12