

<h1>POSITION DESCRIPTION</h1>	OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES	AGENCY Department of Administrative Services
		DIVISION OR INSTITUTION General Services Division
		UNIT OR OFFICE Business Office

POSITION NUMBER 20005497 (10101.0)	<input checked="" type="checkbox"/> State Agency <input type="checkbox"/> County Agency <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Change		County of Employment Franklin	
	USUAL WORKING TITLE OF POSITION Business Operations Manager	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005495 (10000.0) Deputy Director 6		
	NORMAL WORKING HOURS (Explain unusual or rotating shift) 8:00 a.m. - 5:00 p.m.			Page 1 of 2
	JOB DESCRIPTION AND WORKER CHARACTERISTICS			
	%	Job Duties in Order of Importance	Minimum Acceptable Characteristics	
	60	Serves as Administrator for General Services Division Business Operations: plans, directs & manages all fiscal functions for General Services Division which is multi-funded with both General Revenue Funds & Non General Revenue Funds; oversees an annual operating budget in excess of \$50 million, a biennial capital budget in excess of \$20 million & annual billings/revenue in excess of \$64 million; coordinates & manages all budgetary & fiscal operations activities for State Printing, State Purchasing, State Architect's Office, Risk Management, Fleet Management/State Mail, Surplus Property, Fixed Asset Management, Facilities Management, Real Estate, Office of Energy & Management Information Systems. Primary budgetary responsibilities include biennial budget preparation, controlling board submissions & general administration/monitoring of division's operating budget. Fiscal operations focus primarily on accounts payable, accounts receivable, purchasing, MBE compliance, lease & rental contract review/monitoring, credit card activities, electronic data interchange (EDI) bill paying, storeroom & Forms Distribution Center operations, payroll, collections & time-keeping management. Acts as division liaison with DAS Office of Finance & the Office of Budget & Management. Directly responsible for managing a 15 person staff. Reports to Deputy Director of the General Services Division.	Knowledge of (1) budget development; (2) fiscal & office management principles; (3) Federal, state & departmental policies & procedures*; (4) business administration; (5) accounting practices & principles; (6) OMB A-87 requirements*; (7) labor relations; (8) work force planning; (9) employee training & development; (10) supervision techniques; (11) human relations; (12) principles of interviewing. Skill in (13) use of a personal computer & related software (e.g., word processing, spreadsheets, databases). Ability to (14) define problems, collect data, establish facts, draw valid conclusions & initiate solutions; (15) understand non-verbal symbols in formulas, equations, or graphs; (16) comprehend & record figures accurately; (17) calculate fractions, decimals, & percentages; (18) use statistical analysis; (19) establish friendly atmosphere as supervisor of work unit.	
	10	Oversees & provides direction for Office of State Property Inventory & Fixed Asset Management which manages a statewide property inventory worth nearly \$2 billion & works with vendors to develop main-frame database applications for agencies to track inventory & fixed assets.	Knowledge of 2, 3*, 4, 5, 10, 11, (21) inventory control. Skill in 13 Ability to 14, 15, 19, (22) handle sensitive inquiries from & contacts with officials & general public.	
			*developed after employment	
JOB CODE 63393	List Position Numbers & Titles of Positions Directly Supervised: 20005498 Fiscal Officer 2 20072890 I.T. Manager 1 20005500 Fiscal Officer 2 20005624 Management Analyst Spv. 2 20005508 Fiscal Officer 2 20005612 Management Analyst Spv. 2 20073295 Management Analyst Spv. 2		SIGNATURE OF AGENCY REPRESENTATIVE 	
			DATE 9/11/08	

apd 9-29-08 al

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OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
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UNIT OR OFFICE
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State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Business Operations Manager

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20005495 (10000.0) Deputy Director 6

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
10	Oversees & provides direction for State & Federal Surplus Services, which manages a multi-million dollar inventory of state surplus property & state-used federal property for efficient distribution, reuse, resale, and/or disposal according to applicable state & federal laws, rules, and policies.	Knowledge of 1, 2, 3, 4, 5, 7, 8, 11 Skill in 13 Ability to 14, 16, 17, 18
10	Oversees & provides direction for GSD Ohio Administrative Knowledge System (OAKS) customer support center: provides case management, training, issue resolution, & ongoing support for OAKS Tier II customers in business functions of asset management, procurement, & capital improvements.	Knowledge of 2, 3, 4 Skill in 13 Ability to 14, 16, 18
10	Responsible for coordinating & preparation of several annual division-wide financial reports consisting of Statewide Cost Allocation Program (SWCAP), Generally Accepted Accounting Program (GAAP), & Internal Audit Control Program (IACP): represents division on statewide, departmental & division committees; assists in supervision & direction of lower level fiscal officers in State Architect's Office & State Printing; acts as liaison with division's customer agencies; serves on division administrative & management policy development committees; manages special projects assigned by Deputy Director.	Knowledge of 1, 3, 4, 5, 10, 11, (23) Federal & state statutes & regulations (i.e., SWCAP, GAAP, IACP) Skill in 13 Ability to 14, 15, 16, 17, 18, 19, (24) develop complex reports & position papers.
This position is overtime exempt & works as an essential employee.		*developed after employment

POSITION NUMBER
20005497 (10101.0)

JOB CODE TITLE
Business Operations Manager 3

JOB CODE
63393

List Position Numbers & Titles of Positions Directly Supervised:
 20005498 Fiscal Officer 2 20072890 I.T. Manager 1
 20005500 Fiscal Officer 2 20005624 Management Analyst Spv. 2
 20005508 Fiscal Officer 2
 20005612 Management Analyst Spv. 2
 20073295 Management Analyst Spv. 2

SIGNATURE OF AGENCY REPRESENTATIVE

Jeffrey Westhoven

DATE

9/11/08

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