

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS105220

DIVISION OR INSTITUTION
General Services Division

UNIT OR OFFICE
Business Operations

COUNTY OF EMPLOYMENT
Franklin

Reclassification
 New Position
 Update
 Position Hyperlinked to Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: Business Operations Manager
 POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: 20005495 Deputy Director 6

Permanent
 Classified
 Overtime: Eligible
 Exempt
 Bargaining Unit 22
 Temporary
 Unclassified
 Intermittent
 Essential
 If FLSA Exempt, exemption type Administrative
 Page 1 of 1

NORMAL WORKING HOURS (Explain unusual or rotating shift):
 FROM: 8:00 a.m. TO: 5:00 p.m. Report in location & work hours subject to change

JOB DESCRIPTION AND WORKER CHARACTERISTICS

| % | Job Duties in Order of Importance | Knowledge, Skills & Abilities |
|----|--|--|
| 70 | Serves as Administrator for General Services Division (GSD), Business Operations in planning, directing & managing administrative & business operations for GSD: oversees annual operating budget, biennial capital budget & annual billings/revenue in excess of \$60 million; oversees operations activities for GSD program units; has primary oversight responsibilities for budget, controlling board, accounts receivable, purchasing, MBE compliance, lease & rental contract review/monitoring, payroll & collections; develops & implements policies & procedures affecting business operations; oversees & provides direction for DAS FIN Ohio Administrative Knowledge System (OAKS) Program Management Office (e.g., provides case management module management training, issue resolution, & ongoing support for OAKS Tier II customers in business functions of asset management, procurement, & capital improvements); oversees & provides direction for State & Federal Surplus Services (e.g., manages multi-million dollar inventory of state surplus property & state-used federal property for efficient distribution, reuse resale &/or disposal according to applicable state & federal laws, rules, & policies); oversees & provides direction for Office of Asset Management Services (e.g., manages statewide property inventory worth nearly \$2 billion, works with OAKS Service Assurance to oversee OAKS database application for agencies to track inventory & assets); supervises assigned staff (e.g., prepare performance evaluations, approves time & requests for leave, administers discipline). | 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) workforce planning; (9) employee training & development; (10) supervision techniques; (11) human relations; (12) principles of interviewing. Skill in (13) use of 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. |
| 30 | Performs administrative functions: attends & conducts meetings; manages special project as assigned; prepares & analyzes reports; acts as division liaison with DAS Office of Finance & Office of Budget & Management; responds to inquiries from vendors, employees & government officials. | Knowledge of 2, 3*, 4, 5, 10, 11 Skill in 13 Ability to 14, 15, 19, (20) handle sensitive inquiries from & contacts with officials general public. |

*developed after employment

POSITION NUMBER
20005497

JOB CODE TITLE
Business Operations Manager 3

JOB CODE
63393

List Position Numbers & Job Titles of Positions Directly Supervised:
 20005498 Business Operations Manager 2
 20005624 Management Analyst Supervisor 2
 20005638 Senior Business Transformation Analyst
 20072890 Information Technology Manager 1
 20073295 Project Manager 1

SIGNATURE OF AGENCY REPRESENTATIVE

Jeffrey Westhoven/cc

DATE

4/5/12

Appl 4.4.12/aw

