

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS105220

DIVISION OR INSTITUTION
General Services Division

UNIT OR OFFICE
Business Operations

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20005497

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: See Table of Organization

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	Plans, directs & manages administrative & support functions for DAS FIN Ohio Administrative Knowledge System Program Management Office, State & Federal Surplus, & Asset Management Program: develops & implements policies & procedures affecting business operations; oversees & provides direction for DAS OAKS FIN 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); 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) office management principles; (3) (4) business administration; (5) accounting practices & principles; (7) labor relations; (8) workforce planning; (9) employee training & development; (10) supervision techniques; (11) human relations Skill in (12) use of personal computer & related software (e.g., Microsoft Word, Excel, Access, PowerPoint, Outlook, Peoplesoft, OAKS FIN*, Cognos BI*). Ability to (13) define problems, collect data, establish facts, draw valid conclusions & initiate solutions;; (15) communicate complex financial concepts & strategies; (16) use statistical analysis; (17) create & maintain congenial environment as office administrator.
30	Performs administrative functions: attends & conducts meetings; manages special projects as assigned; prepares & analyzes reports; responds to inquiries from vendors, employees & government officials.	Knowledge of 2, 3*, 4, 5, 10, 11, (18) quality assurance principles, financial accounting & cost accounting Skill in 12 Ability to 13, 14, 17, (19) handle sensitive inquiries from & contacts with officials general public. *developed after employment.

JOB CODE TITLE
Business Operations Manager 3

JOB CODE
63393

List Position Numbers & Job Titles of Positions Directly Supervised:
SEE TABLE OF ORGANIZATION

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Cris Selber

4/15/14

Apd 04.15.14 (cc)