

POSITION DESCRIPTION		AGENCY/DEPT ID DAS105220
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE Business Operations	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005497	<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 Business Operations Manager		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 checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input type="checkbox"/> Essential	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type Administrative	Bargaining Unit 22 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); 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* (e.g. State Wide Cost Allocation Plan {SWCAP}), Generally Accepted Accounting Principles {GAAP}), Internal Accounting Control Program {IACP}); (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 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; (14) deal with large number of fiscal/budgetary records & determine specific course of action; (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; 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, (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.	
List Position Numbers & Job Titles of Positions Directly Supervised: SEE TABLE OF ORGANIZATION		SIGNATURE OF AGENCY REPRESENTATIVE <i>Jeffrey Westhoven/ce</i>	DATE 10/1/12	

App 9-26-12 (aw)

POSITION NUMBER
20005497

JOB CODE TITLE
Business Operations Manager 3

JOB CODE
63393