

# POSITION DESCRIPTION

AGENCY/DEPT ID  
DAS105220

DIVISION OR INSTITUTION  
General Services

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  
20005495 Deputy Director 6

Permanent  
 Temporary  
 Intermittent

Classified  
 Unclassified  
 Essential

Overtime:  Eligible     Exempt

Bargaining Unit 22

If FLSA Exempt, exemption type:  
Administrative

Page 1 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):

FROM: 8:00 a.m.                      TO: 5:00 p.m.

Report in location subject to change

## JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
35	Serves as Administrator for General Services Division (GSD), Business Operations: plans, directs & manages all fiscal functions for GSD which is multi-funded with both General Revenue Funds & Non General Revenue Funds; oversees an annual operating budget in excess of \$50 million, 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 & Mail, Procurement Services, State Architect's Office, Risk Management, Fleet Management, Surplus Property, Asset Management, Facilities Management, Real Estate & Planning; 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, payroll & collections; acts as division liaison with DAS Office of Finance & Office of Budget & Management; directly responsible for managing 7 direct reports; reports to Deputy Director of GSD.	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 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	Oversees & provides direction for DAS FIN Ohio Administrative Knowledge System (OAKS) Program Management Office: provides case management module 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

\*developed after employment

JOB CODE TITLE  
Business Operations Manager 3

JOB CODE  
63393

List Position Numbers & Job Titles of Positions Directly Supervised:  
 20005498 Fiscal Officer 2                      20005638 Senior Business Transformation Analyst  
 20005500 Fiscal Officer 2                      20072890 Information Technology Manager 1  
 20005508 Fiscal Officer 2                      20073295 Management Analyst Supervisor 2  
 20005624 Mgmt Anal Supv 2

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*Jeffrey Westhonen/ce*

1/11/10

april 1-13-10 a.c.

