

# POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY  
Department of Administrative Services

DIVISION OR INSTITUTION  
General Services Division

UNIT OR OFFICE  
State Architect's Office

POSITION NUMBER  
20005519 (11000.0)

State Agency    County Agency    New Position    Change

County of Employment  
Franklin

USUAL WORKING TITLE OF POSITION  
State Architect

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
25	<p>Plans, directs &amp; administers operation of Office of State Architect: directly assists Deputy Director of General Services Division in planning, development, design &amp; construction involved in all state building projects, with exception of projects under authority of exempted agencies; creates &amp; writes office's strategic plan, work plan, goals, objectives &amp; performance metrics consistent with those of administration &amp; General Services Division; supervises subordinate supervisory personnel (e.g., approves leave &amp; time reports, initiates &amp; administers discipline, participates in hiring process).</p>	<p>Knowledge of (1) budgeting; (2) management; (3) public relations; (4) agency, state &amp; federal laws, rules, regulations, &amp; codes relative to major construction projects*; (5) strategic planning; (6) project management; (7) architecture; (8) electrical &amp; mechanical engineering; (9) supervision principles &amp; practices; (10) human relations; (11) interviewing Skill in (12) operation of personal computer &amp; associated hardware/software (e.g., Microsoft Word, Excel, Outlook) Ability to (13) deal with many variables &amp; determine specific action; (14) calculate fractions, decimals &amp; percentages; (15) prepare meaningful, concise &amp; accurate technical reports; (16) interpret extensive variety of technical materials in books, journals &amp; manuals; (17) handle routine &amp; sensitive inquires from &amp; contacts with consultants/contractors &amp; other government representatives; (18) develop &amp; maintain good rapport with customer agencies &amp; consultants/contractors.</p>
20	<p>Exercises administrative authority over all matters concerning State sponsored building program: reviews all preliminary documentation &amp; all specifications for quality, conformity with policies &amp; procedures &amp; responsible fiscal planning; establishes standards &amp; sets requirements for project design &amp; implementation; prepares contracts for professional &amp; technical services; negotiates fees &amp; other considerations; approves cost estimates, invoices &amp; change orders for construction in progress.</p> <p>This position is over-time exempt.</p>	<p>Knowledge of 1, 2, 3, 4*, 6, 7, (19) contractual language Skill in 12 Ability to 13, 14, 15, 16, 17, 18, (20) review building specifications</p> <p>*developed after employment</p>

JOB CODE TITLE  
Deputy Director 5

JOB CODE  
61315

List Position Numbers & Titles of Positions Directly Supervised:  
 20005557 Architect Administrator 20005545 Project Manager 2  
 20005535 Architect Administrator 20075698 MAS2  
 20005531 Architect Administrator 20005520 Adm. Asst. 2  
 20005526 Word Processing Spec. 2

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*Jeffrey Westhoven/aw*

9/11/08

apl 9-18-08 al

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20	Assumes responsibility for operations on construction sites (e.g., proper supervision, safety procedures, equitable employment practices, inspection): directs projects, instructs personnel in proper procedures; ensures compliance with all applicable laws, including Encouraging Diversity, Growth & Equity (EDGE) program; ensures appropriate oversight & representation of project staff on job sites; reviews & recommends projects for exigencies.	Knowledge of 2, 3, 4*, 6, 7, 8, 9, (21) safety procedures, (22) Ohio employment laws Skill in 8 Ability to 13, 15, 16, 17, 18, (23) construction inspection
10	Coordinates state building & construction projects with activities & operations of other public & private agencies, associations, contractors, design professionals & other entities: directs training & outreach programs for customers; represents division & department at meetings & hearings (e.g., Controlling Board, legislative hearings); provides expertise & consulting services on behalf of division for other state agencies	Knowledge of 2, 3, 4*, 5 Skill in 12 Ability to 15, 16, 17, 18, 19
10	Directs Office of Energy Services: provides leadership & direction on energy efficient design & construction in state buildings; coordinates effort to create energy-efficient building design standards; properly incorporates life cycle costing into design process; directs energy auditing & renovation projects statewide.	Knowledge of 2, 3, 4*, 5, 9, 10, (24) energy usage, (25) energy conservation Skill in 12 Ability to 13, 14, 15, 16, 17, 18, (26) understand & relay latest trends concerning energy market.
15	Provides leadership & general oversight of Ohio Administrative Knowledge System – Capital Improvement (OAKS-CI) & materials & documentation that represent office: assures successful design, implementation, & steady state operation of OAKS-CI; maximizes benefit of system by encouraging participation from state agencies, colleges & universities, design professionals & contractors; provides accountability, expertise & editorial oversight on all written &/or web-based materials & documentation that represent office (e.g., Ohio Register, SAO Handbook, SAO College presentations, administrative rules, directives, policies, procedures, brochures, web sites, bidding & construction documents). Other duties as assigned.	Knowledge of 2, 4*, 6, (27) database management systems Skill in 12 Ability to 13, 15, 20

This position is over-time exempt.

**MUST BE A REGISTERED ARCHITECT**

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SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*Jeffrey Washburn*

9/11/08

add 9-18-08 al