100-100R

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS/DAS105645

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
General Services Division	State Architect's Office	Franklin

POSITION NUMBER 20005525

☒ Reclassification ☐ New Position ☐ Update

Position Hyperlinked to Agency Organizational Tree ☐

USUAL WORKING TITLE OF POSITION
Program Services Coordinator

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20005557 Architect Administrator

☒ Permanent ☐ Temporary ☐ Intermittent

☒ Classified ☐ Unclassified ☐ Essential

Overtime: ☒ Eligible ☐ Exempt

If FLSA Exempt, exemption type:

Bargaining Unit 14

Page 1 of 3

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

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
50	Assists in program direction by relieving Program Services Administrator of routine administrative duties related to professional design & consulting services acquisition for State Architect's Office (SAO) administered projects: manages professional design & consulting services program (e.g., reviews & analyzes request, interviews vendors, scores, gives input, tallies results, communicates outcome, reports on status/issues/results, which requires use & understanding of construction terminology & associated contract language); coordinates activities related to local administration requests (e.g., manages incoming request/application, reviews & monitors progress, notifies agencies on issues, responds to inquiries & issues, tracks & reports on status/issues/results); coordinates activities related to operating/capital budget requests & legislative inquiries (e.g., gathers data, researches information, drafts submissions, responds to legislative inquiries); recommends office process changes; assists in developing new procedures (e.g., professional design & consulting services acquisitions, SAO administration requests; usage reports); responds to administrative issues/needs of staff; serves as liaison between administrator & subordinates; transmits decisions & directives; represents administrator at meetings; advises & assists & tracks status of goals, objectives, & office metrics; provides advice to aid administrator in strategic & succession planning initiatives; researches & analyzes program, procedures & policies & evaluates data related to office activities/programs to prepare analytical reports, spreadsheets, graphs & charts; researches & responds to inquiries & complaints; investigates issues & finds resolution; coordinates, attends & facilitates meetings, as necessary.	Knowledge of (1) accounting; (2) applicable state & federal laws, rules & regulations governing documents processed, reviewed &/or prepared*; (3) public relations & customer service techniques; (4) multi-phase, large-budget construction projects; (5) project coordination (e.g., planning & development of project/program requirements & providing input to project design, development, testing/pilot, training & full scale implementation); (6) electronic forms & their relationship within Excel workbook; (7) construction industry terms & related contract language. Skill in (8) operation of personal computer & associated software (e.g., MS Word, Excel, PowerPoint, Outlook); (9) use of advance MS Word & Excel function (e.g., formulas, linking workbook, importing/exporting data, merging); (10) use of state accounting system*. Ability to (11) efficiently manage multiple tasks at same time; (12) organize time & materials to meet deadlines; (13) observe, track & manage many details; (14) apply principles to solve simple & complex problems; (15) gather, collate & classify information about data, people, or things; (16) define problems, collect data, establish facts & draw valid conclusions; *developed after employment.

JOB CODE TITLE
Administrative Professional 2

JOB CODE
16872

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	Jeffrey Westhoven/cc	2/8/12

Appl 2·7·12 [illegible]

100-100R

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS/DAS105645

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
General Services Division	State Architect's Office	Franklin

POSITION NUMBER 20005525

☒ Reclassification ☐ New Position ☐ Update

Position Hyperlinked to Agency Organizational Tree ☐

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Program Services Coordinator	20005557 Architect Administrator

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified ☐ Essential	Overtime: ☒ Eligible ☐ Exempt If FLSA Exempt, exemption type:	Bargaining Unit 14 Page 2 of 3

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

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
		(17) communicate effectively with project team, SAO staff & management (e.g., advise on how to complete electronic forms); (18) organize & maintain accurate records; (19) complete project work assignments accurately & in timely manner.
20	Manages SAO training & development program: assists with SAO college training certification program (e.g., planning events, developing presentations, coordinating outside presenters, organizing AIA or other credits, tracks & reports on progress using Excel); confers with management on specific training needs for program areas; coordinates schedules & documents internal events for staff; presents training programs on OAKS CI, Local Administration & Consultant programs; provides information on education to maintain local administration certifications; analyzes & evaluates various training programs; assists with staff training & development (e.g., planning events, developing presentations, coordinating outside presenters, organizing AIA or other credits); assists in identifying outside training opportunities for staff.	Knowledge of 2*, 3, 4, 5, 6, 7, (20) adult training methods; (21) training & development. Skill in 8, 9 Ability to 11, 12, 13, 14, 15, 16, 17, 18, 19
20	Performs public relations duties & provides support with external communications (e.g., SAO E-News, marketing materials) & required internal reports; assists with editing, publishing & posting of SAO standard documents; provides support with updates to SAO website, electronic forms; provides support with implementation of OAKS-CI; responsible for facility asset management system (e.g., tag, log & track equipment, provide quarterly reports); furnishes information & explains program to public & contractors, A/E firms, & consultants; performs other related duties as assigned.	Knowledge of 2*, 3, 4, 5, 6, 7 Skill in 8, 9, 10* Ability to 11, 12, 13, 14, 15, 16, 17, 18, 19 *developed after employment.

JOB CODE TITLE
Administrative Professional 2

JOB CODE
16872

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	Jeffrey Westhoven/a	2/8/12

Appl 2.7.12 (a)

100-100R

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS/DAS105645

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
General Services Division	State Architect's Office	Franklin

POSITION NUMBER
20005525

☒ Reclassification ☐ New Position ☐ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
Program Services Coordinator

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20005557 Architect Administrator

☒ Permanent ☐ Temporary ☐ Intermittent

☒ Classified ☐ Unclassified ☐ Essential

Overtime: ☒ Eligible ☐ Exempt

If FLSA Exempt, exemption type:

Bargaining Unit 14

Page 3 of 3

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

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
10	Provides administrative support to SAO Service Managers, as needed: (e.g., Program, Project, Energy & Capital Planning); coordinates activities related to special events & meetings (e.g., coordinates & schedules meeting rooms & office staff, computers & audio visual equipment for meetings & training sessions).	Knowledge of 2*, 4, 5, 6, 7 Skill in 8, 9, 10* Ability to 11, 12, 13, 14, 15, 16, 17, 18, 19 Position Specific Minimum Qualifications: 2 yrs. exp. in project coordination (e.g., planning & development of project/program requirements & providing input to project design, development, testing/pilot, training & full scale implementation); 2 yrs. exp. using construction industry terms & related contract language. *developed after employment.

JOB CODE TITLE
Administrative Professional 2

JOB CODE
16872

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE: Jeffrey Westhoven/a

DATE: 2/8/12

Appl 2.7.12 (a)