

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
20005527 (11102.0)

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Interior Designer

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20005545 Architect Administrator

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
40	Develops & implements facilities improvement/management program for state agencies: counsels agency personnel, contractors & lessors on real estate, facilities & interior design policies & procedures; develops interior design standards; participates in tenant housing strategies, programs & allocation of agency space in state facilities; advises agencies on procedures for relocating all aspects of moving.	Knowledge of (1) industrial engineering or industrial design with emphasis on interior space design, facilities planning & design or architecture; (2) public relations*; (3) public budgeting & spending; (4) applicable building codes & building safety regulations*; (5) office space feasibility assessment. Skill in (6) operation of PC with applicable hardware & software (e.g., MicroSoft Word, Excel, PowerPoint, Access, Outlook, MicroStation CAD). Ability to (7) define problems, collect data, establish facts & draw valid conclusions; (8) prepare, read & interpret specifications, drawings & blueprints; (9) use statistical analysis; (10) handle sensitive contacts with government officials, contractors & public; (11) cooperate with co-workers on group projects; (12) manage multi-phased interior design projects; (13) coordinate relocation/moving of staffs greater than 100 people.
30	Determines interior space & special facility needs including tenant improvement: meets with agency housing coordinators & staff, lessors, contractors, furniture vendors, building management & trades personnel; prepares building plans & drawings using computer-aided design & drafting (CADD) software & systems; coordinates & reviews bids, estimates & plans for tenant & facility improvements with other division offices; inspects projects; ensures compliance with approved drawings, plans, applicable codes, regulations & standards.	Knowledge of 1, 2*, 3, 4*, 5 Skill in 6 Ability to 7, 8, 9, 10, 12, 13

*developed after employment.

JOB CODE TITLE
Facilities Planner

JOB CODE
63281

List Position Numbers and Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Jeffrey Westhoven

1/23/08

apd 7-17-08cd

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JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
20	Coordinates various phases of facilities management programs: directs building management staff in services & other accommodations necessary to tenants; reviews space concerns & needs from tenants; reports findings & proposes corrective action.	Knowledge of 1, 2*, 3, 4*, 5, (14) technical writing. Skill in 6 Ability to 7, 8, 12
10	Prepares various facilities reports: maintains project files; submits project status reports & activity logs; prepares correspondence; maintains records on all project activities; documents agency inquiries, directives & decisions concerning housing; performs other related duties as required.	Knowledge of 1, 2*, 3, 4* Skill in 6 Ability to 10, 11, (15) prepare meaningful, concise & accurate reports. <u>Position Specific Minimum Qualifications</u> 24 mos. trg. or exp. in assessing office space feasibility of real estate, managing large multi-phased interior design projects & coordinating agency or corporate relocation/moves. 12 mos. trg. or exp. in using MicroStation CAD or similar software in development of construction drawings. *developed after employment.

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Facilities Planner

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63281

april 7-17-08 ad

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SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Jeffrey Westhoven/jce

7/23/08