

POSITION DESCRIPTION		AGENCY/DEPT ID DAS/DAS105635
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE State Architect's Office	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005536	<input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree									
	USUAL WORKING TITLE OF POSITION Planning Manager		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20075698 Project Manager 2									
	<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 checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit 13 Page 2 of 2								
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 AM TO: 5:00 PM (Report in location subject to change.)											
JOB DESCRIPTION AND WORKER CHARACTERISTICS												
<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 5%;">%</th> <th style="width: 60%;">Job Duties in Order of Importance</th> <th style="width: 35%;">Knowledge, Skills & Abilities</th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;">20</td> <td style="vertical-align: top;"> Gathers & analyzes information for developing agency master plans (e.g.; capital improvement inventories, facility condition reports, energy audit data, operation adequacy evaluation, strategic business plans & other relevant background information: identifies facility & infrastructure needs; defines projects scope; estimates project costs & durations; identified feasibilities; assists agencies in prioritizing projects & developing property & agency level master plans; updates property and agency level master plans; assists & supports agency in submitting bi-ennial capital requests to OBM for funding; advises & assists administrative personnel in development of policies, improvements & changes in procedures & other matters leading to effective operation; maintains records of all correspondence & prepares necessary reports regarding capital improvement plans. </td> <td style="vertical-align: top;"> Knowledge of 1, 2, 3, 4, 5, 6 Skill in 7, 8* Ability to 9, 10, 11, 12, 13 </td> </tr> <tr> <td style="vertical-align: top;">20</td> <td style="vertical-align: top;"> Administers special projects: prepares descriptions &/or exhibits for public meetings &/or public hearings; assists in preparing special agreements & assists in preparing final copies of same; prepares required reports regarding project status, funding, real estate, construction &/or other topics; reviews plans for program facilities & does onsite reviews of existing & proposed facilities to recommend changes; monitors & evaluates project activities; answers inquires & correspondence; conducts or arranges training for program participants; prepares & delivers presentations; meets with department, institutional &/or governmental officials, consultants, public groups & other individuals regarding capital improvement projects, or other facilities planning & improvement activities. </td> <td style="vertical-align: top;"> Knowledge of 3, 4, 5 Skill in 8* Ability to 9, 10, 11, 12, 14. <u>Position Specific Minimum Qualifications:</u> 2 yrs. exp. in facilities master planning (e.g., program review, site analysis, space planning & analysis, visioning, long range & short range goal setting, prioritization, organization & presentation). 2 yrs. exp. in building industry terms & related contract language. 1 yr. exp. in technical assessments of facilities (i.e., operational function, building systems life cycle & performance, building material conditions). *developed after employment. </td> </tr> </tbody> </table>				%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	20	Gathers & analyzes information for developing agency master plans (e.g.; capital improvement inventories, facility condition reports, energy audit data, operation adequacy evaluation, strategic business plans & other relevant background information: identifies facility & infrastructure needs; defines projects scope; estimates project costs & durations; identified feasibilities; assists agencies in prioritizing projects & developing property & agency level master plans; updates property and agency level master plans; assists & supports agency in submitting bi-ennial capital requests to OBM for funding; advises & assists administrative personnel in development of policies, improvements & changes in procedures & other matters leading to effective operation; maintains records of all correspondence & prepares necessary reports regarding capital improvement plans.	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JOB CODE 85313	List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE <i>Jeffrey Westhoven/cc</i>	DATE 12/9/10									

App 12-9-10 *cc*