100-100U

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS105655

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

POSITION NUMBER 20005545

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Project Services Manager	20005519 Deputy Director 5

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified ☐ Essential	Overtime: ☐ Eligible ☒ Exempt If FLSA Exempt, exemption type: Administrative	Bargaining Unit 22 Page 1 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 CODE TITLE Project Manager 2

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
60	Manages assigned statewide architectural project(s), within State Architect's Office (SAO), affecting planning, design, bidding & construction of state & community owned capital improvement projects: facilitates communication & decision-making on project issues among project management staff, client segment teams, SAO senior staff, SAO executive staff, executives from agencies & institutions; establishes & maintains project management processes & procedures; responsible for leading project management staff in managing project scope, budget, schedule, & quality assurance/control; manage implementation of OAKS-CI on projects; directs risk management & dispute resolution programs; interprets federal & state laws & regulations to ensure compliance; reviews & approves change orders; represents SAO at public meetings; acts for State Architect during absences.	Knowledge of (1) architecture, engineering or construction law; (2) budgeting; (3) project management; (4) management & supervision; (5) governmental/public construction projects; (6) public relations (7) agency policies & procedures*; (8) government structure & processes*; (9) contract law; (10) construction & project management life cycle methodologies. Skill in (11) operation of computer hardware of associated software (e.g., Microsoft Word, Excel, Access PowerPoint, OAKS*). Ability to (12) deal with many variables & determine specific action; (13) understand manuals & verbal instructions, technical in nature; (14) prepare meaningful, concise & accurate technical reports; (15) prepare contracts; (16) handle routine & sensitive inquires from & contacts with consultants/contractors & other government representatives; (17) prepare & deliver speeches before specialized audiences & general public.
20	Participates in business strategy of SAO: assists in strategic planning; participates in defining SAO goals & objectives; develops & /or reviews & executes statewide programs & policies for SAO; reviews facility master plan changes, developments design standards, updates contracting standards; revises customer guidance documents; selects & negotiates professional services.	Knowledge of 1, 3, 4, 5, 6, 7*, 8*, 9, 10 Skill in 11 Ability to 12, 14, (18) originate &/or edit articles for publication. *developed after employment

Appl 12.7.11 [illegible]

JOB CODE 63382

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
20005542 Architect 20005543 Architect 20005544 Program Administrator 1 20005548 Architect 20005550 Account Examiner 3 20005551 Architect 20005555 Architect	Jeffrey Westhoven/cc	12/8/11

100-100U

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS105655

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

POSITION NUMBER
20005545

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
Project Services Manager

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20005519 Deputy Director 5

☒ Permanent ☐ Temporary ☐ Intermittent

☒ Classified ☐ Unclassified ☐ Essential

Overtime: ☐ Eligible ☒ Exempt

If FLSA Exempt, exemption type:
Administrative

Bargaining Unit 22

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

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
20	Supervises project management services staff & professional service consultants: recruits & trains staff; assigns projects; monitors & balances workload of project management staff; prepares performance evaluations; completes corrective counseling & discipline; reviews & approves timesheets, overtime & leave requests.	Knowledge of 3, 4, (19) workforce planning; (20) training & development; (21) human relations.
		Position Specific Minimum Qualifications: 3 yrs. trg. or exp. in management of governmental/public construction projects; 2 yrs. trg. or exp. in management & supervision of professional staff in design & construction.
	This position is overtime exempt.	*developed after employment

JOB CODE TITLE
Project Manager 2

JOB CODE
63382

List Position Numbers & Job Titles of Positions Directly Supervised:

20005542 Architect
20005543 Architect
20005544 Program Administrator 1
20005548 Architect
20005550 Account Examiner 3
20005551 Architect
20005555 Architect

SIGNATURE OF AGENCY REPRESENTATIVE	DATE
Jeffrey Westhoven/cc	12/8/11

Appl 12·7·11 [illegible]