

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

State Agency County Agency New Position Change

County of Employment:
Franklin

USUAL WORKING TITLE OF POSITION
Project Services Manager

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

NORMAL WORKING HOURS (Explain unusual or rotating shift)
8:00 a.m. - 5:00 p.m.

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JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
60	<p>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.</p>	<p>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.</p>
20	<p>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.</p>	<p>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.</p>

* developed after employment.

List Position Numbers and Class Titles of Positions Directly Supervised:
20005551 Architect
20005555 Architect
20005548 Architect
20005550 Account Examiner 3
20005544 Admin. Assistant 2

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Jeffrey Westhoven / JWO

9/11/08

POSITION NUMBER
20005545

JOB CODE TITLE
Project Manager 2

JOB CODE
63382

apd 9-18-08 CLK

