

POSITION DESCRIPTION		AGENCY/DEPT ID DAS105645
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE State Architect's Office	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005557	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION SAO Program Services Manager		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005519 Deputy Director 5	
	<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 type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type Administrative	Bargaining Unit 22 Page 1 of 1
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m. TO: 5:00 p.m.			Report in location subject to change
JOB DESCRIPTION AND WORKER CHARACTERISTICS				
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities		
75	Administers & coordinates State Architect's Office (SAO) Program Services unit: prepares & develops contract forms & contract language; prepares, edits & updates technical documents for DAS Standard Requirements for Public Facility Construction (e.g., General Conditions, Supplementary Conditions, Professional Design Services Agreements, Consultant Contracts & Construction Contracts); prepares, edits & updates <i>The SAO Manual</i> & office policies & process; develops & manages Higher Education Certification Program; manages development of & presents SAO College training seminars for architects, engineers, construction personnel & owner representatives & other periodic informational & educational meetings for SAO personnel; manages SAO participation & represents SAO at State Controlling Board, professional & trade associations meetings, & other presentations as necessary; supervises staff for State Architect's Office Program Services unit (e.g., prepares performance evaluations & develops staff; completes counseling & administers discipline when required; approves time sheets & leave requests).	Knowledge of (1) management; (2) public relations; (3) architecture; (4) construction industry; (5) project management; (6) agency, state & federal laws, rules, regulations, & codes relative to major construction projects*; (7) contractual language; (8) training & development; (9) supervision. Skill in (10) operation of personal computer & office system software (e.g., MS Word, Excel, Access, PowerPoint, Skire Unifier*). Ability to (11) define problems, collect data, establish facts & draw valid conclusions; (12) understand manuals & verbal instructions, technical in nature; (13) prepare meaningful, concise & accurate technical reports; (14) prepare & conduct training before specialized audiences; (15) prepare contracts; (16) handle routine & sensitive inquires from & contacts with consultants/contractors & other government representatives; (17) establish friendly atmosphere as supervisor of work unit.		
25	Provides professional architectural services: performs planning, budgeting & programming services for state-funded design & construction projects; prepares cost estimates & performs cost analysis & comparisons; writes technical specifications & selects construction products & components; oversees preparation of project designs & drawings for construction projects; conducts meetings with owners, architects, engineers, & contractors; provides design & construction consulting services to all requesting state agencies as authorized; oversees professional services defined within Professional Design Services Agreement; prepares & processes field work orders, change orders & associated documentation; reviews/approves shop drawings; conducts or attends & renders decisions in construction dispute meetings; conducts or attends partnering sessions; performs other related duties as assigned by State Architect or as necessary. Must maintain certificate to practice architecture per Section 4703.06 of Ohio Revised Code.	Knowledge of: 3, 4, 5, 6, (18) budgeting Skill in 10 Ability to 11, 12, 15, (19) use algebra; (20) conduct cost estimates & analysis; (21) prepare & process forms. *developed after employment		
JOB CODE 85117	List Position Numbers & Job Titles of Positions Directly Supervised: 20005521 Electronic Design Specialist 20005525 Administrative Professional 2		SIGNATURE OF AGENCY REPRESENTATIVE <i>Jeffrey Westhoven/a</i>	
			DATE 2/8/12	

Apl 2-7-12 (aw)