

# 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: SAO Special Services Manager  
POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: 20005519 (11000.0) Deputy Director 5

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

## JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
75	<p>Administers &amp; coordinates Office of State Architect's (SAO) Special Services program unit: prepares &amp; develops contract forms &amp; contract language; prepares, edits &amp; updates technical documents for DAS Standard Conditions of Contract for Construction (e.g., "the Front End" or "Boilerplate", General Conditions, Special Conditions, Professional Design Services Agreements, Consultant Contracts &amp; Construction Contracts); prepares, edits &amp; updates <i>The SAO Manual</i> &amp; office policies &amp; process; develops &amp; manages Higher Education Facilities Development Certification Program; manages development of &amp; presents semi-annual SAO College training seminars for architects, engineers, construction personnel &amp; owner representatives &amp; other periodic informational &amp; educational meetings for SAO personnel; manages SAO participation &amp; represents SAO at State Controlling Board, professional &amp; trade associations meetings, &amp; other presentations as necessary; supervises technical staff for State Architect's Office &amp; State Architect's Office Energy Services program unit (e.g., prepares performance evaluations &amp; develops staff; completes counseling &amp; administers discipline when required; approves time sheets &amp; leave requests).</p>	<p>Knowledge of (1) management; (2) public relations; (3) architecture; (4) construction industry; (5) project management; (6) agency, state &amp; federal laws, rules, regulations, &amp; codes relative to major construction projects*, (7) contractual language; (8) training &amp; development; (9) supervision. Skill in (10) operation of personal computer &amp; office system software (e.g., MS Word, Excel, Access, PowerPoint). Ability to (11) define problems, collect data, establish facts &amp; draw valid conclusions; (12) understand manuals &amp; verbal instructions, technical in nature; (13) prepare meaningful, concise &amp; accurate technical reports; (14) prepare &amp; conduct training before specialized audiences; (15) prepare contracts; (16) handle routine &amp; sensitive inquires from &amp; contacts with consultants/contractors &amp; other government representatives; (17) establish friendly atmosphere as supervisor of work unit.</p>
25	<p>Provides professional architectural services: performs planning, budgeting &amp; programming services for state-funded design &amp; construction projects; prepares cost estimates &amp; performs cost analysis &amp; comparisons; writes technical specifications &amp; selects construction products &amp; components; oversees preparation of project designs &amp; drawings for construction projects; conducts meetings with owners, architects, engineers, &amp; contractors; provides design &amp; construction consulting services to all requesting state agencies as authorized; oversees professional services defined within Professional Design Services Agreement; prepares &amp; processes field work orders, change orders &amp; associated documentation; reviews/approves shop drawings; conducts or attends &amp; renders decisions in construction dispute meetings; conducts or attends partnering sessions; performs other related duties as assigned by State Architect or as necessary.</p> <p>This position is overtime exempt.</p>	<p>Knowledge of: 3, 4, 5, 6, (18) budgeting Skill in 10 Ability to 11, 12, 15, (19) use algebra; (20) conduct cost estimates &amp; analysis; (21) prepare &amp; process forms.</p> <p>* developed after employment</p>

POSITION NUMBER  
20005557 (11600.0)

JOB CODE TITLE  
Architect Administrator

JOB CODE  
85113

copy 4-15-09 ax

List Position Numbers and Class Titles of Positions Directly Supervised:

- 20005521 Electronic Design Specialist
- 20005522 Clerk 3
- 20005525 Administrative Assistant 2
- 20005540 Energy Specialist
- 20005541 Energy Specialist

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*Jeffrey Westhonen/ce*

4/15/09