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| POSITION DESCRIPTION | | AGENCY/DEPT ID Department of Administrative Services DAS105245 |
| DIVISION OR INSTITUTION General Services Division | UNIT OR OFFICE Business Operations/Asset Management Services | COUNTY OF EMPLOYMENT Franklin |

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|--|--|---|---|---------------------------------------|
| POSITION NUMBER 20005615 JOB TITLE Program Administrator 2 JOB CODE 63123 | <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 Assistant Asset Manager | | POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR See Table of Organization | |
| | <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 3 |
| | NORMAL WORKING HOURS (Explain unusual or rotating shift): 8:00 a.m. – 5:00 p.m. Report-in location & work hours subject to change. | | | |
| | JOB DESCRIPTION AND WORKER CHARACTERISTICS | | | |
| % | Job Duties in Order of Importance | Knowledge, Skills & Abilities | | |
| 30 | Under general direction from State Inventory Manager, plans, manages & implements the statewide annual Inventory Certification Program & formulates & implements program policy (e.g., Annual Activity Certification policy, Biennial Physical Certification policy, State Owned Property policy): analyzes & recommends improvements for data collection, balancing accounts & customer performance reports; coordinates with Office of Budget & Management (OBM), program areas of General Service Division (GSD) & Ohio Administrative Knowledge System (OAKS) to improve & implement new certification procedures for electronic certification & inclusion of OAKS AM transactions; develops & distributes certification instructions, forms & reports to state agencies; consults with agencies Inventory Control Officers & Fiscal Officers with certification submission instructions & compliance issues; advises agencies on Ohio Revised Code, as well as State Inventory policies & procedures; researches & identifies discrepancies in asset activity accounts; interprets inventory reports for complete & accurate data; reconciles differences between certification & inventory system activity totals; recommends corrective action to state agencies relating to data problems, non-compliance & non-activity issues; key enters data into Microsoft Access database application & produces annual reports for Auditor of State, Administrative Services & Statewide Cost Allocation Program (SWCAP); maintains supporting records & reports. | Knowledge of (1) inventory control; (2) accounting practices & procedures; (3) departmental policies & procedures*; (4) office management; (5) workforce planning; (6) employee training & development; (7) asset management business practices; (8) program & project management; (9) Generally Accepted Accounting Principles (GAAP); (10) OAKS Asset Management Module*; (11) ORC & Federal Regulations*; (12) Ohio bar code standards*. Skill in (13) operation of a personal computer & associated hardware & software (e.g. Microsoft PowerPoint, MS Excel, MS Word, MS Access, MS Internet Explorer, MS Outlook, PS Query* & Cognos*). Ability to (14) define problems, collect data, establish facts & draw valid conclusions; (15) collect, sort, & prepare information in clear concise format; (16) interpret a variety of technical material in books, journals & manuals; (17) originate routine business letters reflecting standard procedures; (18) understand manuals & verbal instructions, technical in nature; (19) prepare meaningful, concise & accurate reports; (20) proofread technical materials, recognize errors & make corrections; (21) use proper research methods in gathering data; (22) develop & implement policies & procedures; (23) work independently and in groups; (24) communicate effectively, both verbally & in writing. | | |
| | | * developed after employment | | |
| List Position Numbers & Job Titles of Positions Directly Supervised: | | SIGNATURE OF AGENCY REPRESENTATIVE | DATE | |
| | | <i>Jeffrey Westhonen/jc</i> | 12/11/12 | |

Apd 12-10-12-aw

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services
DAS105245

DIVISION OR INSTITUTION
General Services Division

UNIT OR OFFICE
Business Operations/Asset Management Services

COUNTY OF EMPLOYMENT
Franklin

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|-----------------------------|--|---|---|
| POSITION NUMBER 20005615 | <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 Assistant Asset Manager | | POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR See Table of Organization |
| | <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 |

NORMAL WORKING HOURS (Explain unusual or rotating shift):
8:00 a.m. – 5:00 p.m. Report-in location & work hours subject to change.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

| % | Job Duties in Order of Importance | Knowledge, Skills & Abilities |
|----|---|---|
| 25 | Plans, implements & conducts recruitment of state agencies to convert their inventory records to OAKS AM: transforms agencies' inventory processes from in-house systems to OAKS AM; plans, implements & conducts training using Microsoft PowerPoint or webinar software on preparing inventory certification & overview of state inventory policies & procedures; prepares & presents overview of agencies stewardship responsibilities, inventory terms & definitions, state policies & procedures on asset management, state fixed asset financial accounting policies, & other state & Federal rules & regulations; prepares & presents information on cost reporting thresholds, reporting dates, coding, asset tag identification, depreciation, treatment of real property assets & equipment assets, maintaining accountability & control of assets, activity & financial reports, physical inventories & surplus procedures; schedules, plans, implements & conducts annual Asset Management/Surplus Seminar. | Knowledge of 1, 2, 3*4, 5, 6, 7, 9, 10*, 11*, 12* Skill in 13* Ability to 14, 15, 16, 17, 18 |
| 20 | Serves as liaison between State Inventory Manager & OAKS, state auditors, inventory control officers, fiscal officers, programmer/system analysts & vendors: analyzes Quality Assurance Reports (QARs); determines if agency inventory records are complete; reaches out to agencies to correct record errors; manages special inventory projects; coordinates project assignments & staff groups with customer agencies; analyzes & cleanses data for database conversions to OAKS AM; creates test plans; validates & executes script testing; assists agencies with property control issues; provides technical advice regarding OAKS BI reporting; attends staff & agency customer meetings; conducts & participates in inventory/asset management related meetings with agency customers. | Knowledge of 1, 2, 3*, 7, 9, 10*, 11* Skill in 13* Ability to 14, 15, 16, 17, 18, 19 * developed after employment. |

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE DATE

Jeffrey Westhonen/ce 12/11/12

POSITION NUMBER
20005615

JOB TITLE
Program Administrator 2

JOB CODE
63123

Apt 12-10-12/aw

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services
DAS105245

DIVISION OR INSTITUTION
General Services Division

UNIT OR OFFICE
Business Operations/Asset Management Services

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20005615

JOB TITLE
Program Administrator 2

JOB CODE
63123

Reclassification New Position Update Position Hyperlinked to Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: Assistant Asset Manager POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: See Table of Organization

Permanent Classified Overtime: Eligible Exempt Bargaining Unit 22
 Temporary Unclassified
 Intermittent Essential If FLSA Exempt, exemption type: Administrative Page 3 of 3

NORMAL WORKING HOURS (Explain unusual or rotating shift):
8:00 a.m. – 5:00 p.m. Report-in location & work hours subject to change.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

| % | Job Duties in Order of Importance | Knowledge, Skills & Abilities |
|----|--|---|
| 10 | Manages Access database application: inputs, maintains & reports on agency customers' profiles, agencies inventory certification data, training class schedules & class attendance, & record retention information; prepares variety of Access &/or Excel spreadsheet reports; updates user manual for Access database application; formulates & documents system fixes & database design changes; implements uses of email & Web technologies; coordinates system updates with database support administrators from GSD's Management Information Systems. | Knowledge of 1, 2, 3*, 7 Skill in 13* Ability to 14, 15, 16, 17, 18, 19, 20, 22 |
| 5 | Acts on behalf of Asset Management Services (AMS) Manager in his/her absence (e.g., attends meetings & relays decisions, policies & procedures): assists in support of AMS projects as needed; evaluates Asset Management Services; completes other duties as assigned (e.g., policies & procedures, special projects, research & reports). | Knowledge of 1, 2, 3*, 4, 5, 6, 7, 8, 9, 10*, 11*, 12* Skill in 13* Ability to 14, 15, 16, 17, 18, 19, 20, 21 |
| 5 | Assists with support operations of OAKS Asset Management module: performs technical OAKS AM support for state agencies; maintains site location file in OAKS AM; consults with OAKS AM users about system functions & ad-hoc reporting; performs business units transfers in OAK AM & creates new site location codes when needed; creates new Profile IDs in OAKS AM; consults with OAKS AM module analyst on issues regarding integration & mass record changes. | Knowledge of 1, 2, 3*, 4, 6, 7, 8, 9, 10*, 11* Skill in 13* Ability to 14, 15, 16, 17, 18, 19, 20, 21, 22 |
| 5 | Manages updates to Asset Management Services web page: maintains hyper links to related inventory & asset management topics; posts updates to web page (e.g., OAKS AM fiscal year reports, program policies & procedures, customer communications, forms, contact information, and training material); performs other related unit duties as assigned (e.g., conducts physical inventory, maintains records management program, performs on-line transactions in OAKS AM, distributes quality assurance queries to customers). | Knowledge of 1, 2, 3*, 4, 5, 6, 7, 8, 9, 10*, 11*, 12* Skill in 13* Ability to 14, 15, 16, 17, 18, 19, 20, 21, 22 |

* developed after employment.

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Jeffrey Westhorne

12/11/12

Apd 12-10-12