

POSITION DESCRIPTION		AGENCY/DEPT ID DAS/DAS105675
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE Office of Real Estate & Planning	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005648	<input type="checkbox"/> Reclassification <input checked="" type="checkbox"/> New Position <input type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/>	
			Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION Planning & Design Supervisor		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 2
NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m. TO: 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
50	Supervises & directs employees engaged in state-wide planning, design, acquisition & improvements for agencies, boards, commissions, elected officials, colleges & universities: monitors functions related to planning & design activity; develops interior planning & design standards, & space allocation methodologies for state-wide use; directly supervises facility planning personnel; coordinates personnel assignments, maintains production standards, & reviews status of work in progress; provides direct training & development to planning & design staff; reviews, ensures quality assurance, & approves project/building plans, drawings, & calculations, specifications, bidding documents, legal instruments, & other planning & design related documents for final preparation, processing, & distribution by planning & design staff; provides performance data related to oversight of facility planning personnel, & comprehensive progress reports as needed; inspects projects & ensures compliance with approved building plans & drawings, applicable codes, regulations, & standards.	Knowledge of (1) industrial engineering or industrial design with emphasis on interior space design, facilities planning & design or architecture; (2) supervisory principles; (3) employee training & development; (4) public budgeting & spending; (5) applicable building codes & building safety regulations*; (6) office space feasibility assessment; (7) public relations. Skill in (8) operation of PC with applicable hardware & software (e.g., MicroSoft Word, Excel, PowerPoint, Access, Outlook, MicroStation CAD). Ability to (9) define problems, collect data, establish facts & draw valid conclusions; (10) prepare, read & interpret specifications, drawings & blueprints; (11) use statistical analysis; (12) handle sensitive contacts with government officials, contractors & public; (13) cooperate with co-workers on group projects; (14) manage multi-phased interior design projects; (15) coordinate relocation/moving of staff greater than 100 people.
25	Researches & analyzes materials, information, & program activity within assigned areas of responsibility: analyzes & evaluates consultant proposals & scope of services; develops &/or participates in establishing policies, procedures, & processes for program responsibilities within related areas of planning & design; prepares, develops, & maintains comprehensive reporting systems for assigned areas of responsibility; prepares reports, correspondence, documents, legal instruments, as needed, to perform expected duties & tasks; prepares section data & needed components, & ensures quality assurance & timeliness for SWCAP reporting; provides space allocation related information for DAS facilities' tenant billing process; maintains FoxPro or substitute reporting database within section & analyzes data contained in	Knowledge of 1, 2, 3, 4, 5*, 6, 7 Skill in 8 Ability to 9, 10, 12, 13, 14, 15 *developed after employment

Appd. 12-20-12 (ad)

JOB CODE 63285	List Position Numbers & Job Titles of Positions Directly Supervised: See Table of Organization	SIGNATURE OF AGENCY REPRESENTATIVE <i>Jeffrey Westhovenlee</i>	DATE 12/20/12

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	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m. TO: 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
	<p>database to assist in performance measures & organization metrics; acts as liaison to state agencies, boards, commissions, colleges, & universities, attorneys, private developers, etc. as required to perform program responsibilities; attends & conducts meetings to advise on procedures; attends conferences, seminars, & /or workshops on related topics; reviews & responds to customer inquiries & complaints; maintains knowledge of State of Ohio, DAS procurement methods, policies, & procedures related to activities performed within Planning & Design Section.</p>	
25	<p>Performs public relation duties & comprehensive facility planner activities as assigned: utilizes computer-aided design & drafting software & systems (i.e., Micro Station V8); reviews bids; estimates & plans for occupant/tenant & facility improvements, etc; researches & responds to legislative, media, & general inquiries of Office of Real Estate & Planning, Planning & Design Section; represents Administrator at State Controlling Board & General Assembly sessions as needed; assumes responsibility & authority in Administrator's absence when asked; performs other related duties as assigned.</p>	<p>Knowledge of 1, 2, 3, 4, 5*, 6, 7 Skill in 8 Ability to 9, 10, 12, 13, 14, 15</p>
*developed after employment.		

April 12, 2012

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