

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

POSITION NUMBER 20005662	<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 Office Relocation Project Manager		POSITION NO. & 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: 7:30 a.m. TO: 4:30 p.m.      Report in location & work hours subject to change				
<b>JOB DESCRIPTION &amp; WORKER CHARACTERISTICS</b>				
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities		
35	Assists in program direction by relieving Real Estate Administrator of variety of difficult administrative duties related to Office Relocation Program: formulates & implements office relocation program policies & procedures to effectively oversee & manage relocation projects requested by state agencies, boards, commissions, & elected officials; oversees, coordinates, & handles project management responsibilities surrounding office relocation program within Office of Real Estate & Planning; manages office relocation projects; defines project requirement scopes, quality standards, budgets, & timelines; provides performance data related to project oversight, & comprehensive progress reports as needed; analyzes & evaluates consultant proposals & scope of services; develops, establishes, & oversees project budgets associated with project management office relocation projects; maintains fiscal controls with authorization of expenditures & purchases within established project budgets associated with project management of office relocation projects; serves as liaison with DAS, Office of Properties & Facilities, Office of Information Technology, General Services Business Office, Real Estate Services Section, Office of Procurement Services, Vendors, Contractors, etc. to facilitate activities associated with project management responsibilities surrounding office relocation program.	Knowledge of (1) program administration (2) project management; (3) public relations; (4) public budgeting & spending; (5) applicable building codes & building safety regulations*; (6) office space feasibility assessment; (7) industrial engineering or industrial design with emphasis on interior space design, facilities planning & design or architecture; (8) agency policies & procedures* Skill in (9) operation of PC with applicable hardware & software (e.g., MicroSoft Word, Excel, PowerPoint, Access, Outlook, MicroStation CAD). Ability to (10) define problems, collect data, establish facts & draw valid conclusions; (11) prepare, read & interpret specifications, drawings & blueprints; (12) use statistical analysis; (13) handle sensitive contacts with government officials, contractors & public; (14) manage multiple demands or tasks on projects or programs; (15) solve problems involving several variables in unique situations; (16) review & evaluate project progress. (17) coordinate relocation/moving of staff greater than 100 people; (18) write, implement & interpret policies  *developed after employment.		
List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE <i>Chris Seidel</i>	DATE 10-25 2013	

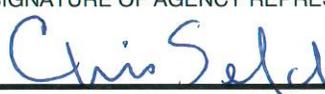
App 10.25.13 *ce*

POSITION NUMBER  
20005662

JOB CODE TITLE  
Program Administrator 2

JOB CODE  
63123

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<b>JOB DESCRIPTION &amp; WORKER CHARACTERISTICS</b>				
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
	40	Determines interior space & facility needs including, tenant improvements; meets with agency housing coordinators & staff, Lessors, contractors, furniture vendors, building management & trades personnel; prepares building plans & drawings using computer-aided design & drafting (CADD) software & systems; coordinates & reviews bids, estimates & plans for tenant & facility improvements with clientele; inspects projects; ensures compliance with approved drawings, plans, applicable codes, regulations & standards.	Knowledge of 1, 3, 5*, 8* Skill in 9 Ability to 10, 11, 12, 13, 14, 15, 16, 17, 18	
	25	Performs public relation duties & responsibilities: interprets & assists Administrator in evaluation of laws associated with office space allocation practices; researches & responds to inquiries; researches & analyzes materials, information & program activity within assigned areas of responsibility; prepares, develops & maintains comprehensive communication reporting systems for assigned areas of responsibility; prepares reports, correspondence & documents; performs related administrative duties; performs comprehensive Facility Planner activities, duties, tasks & responsibilities; other duties as assigned.	Knowledge of 1, 2, 3, 4, 5*, 6, 7, 8* Skill in 9 Ability to 10, 13, 15, 18	
			*developed after employment.	
JOB CODE 63123	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE 	
			DATE 10-25 2013	

App 10-25-13 (cc)