

POSITION DESCRIPTION		AGENCY/DEPT ID DAS106210
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE Properties & Facilities	COUNTY OF EMPLOYMENT Franklin

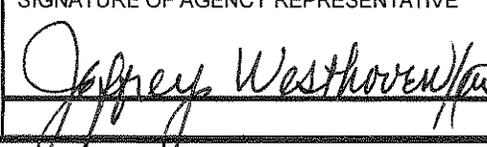
POSITION NUMBER 20005692	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION Chief Administrator of Properties & Facilities		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005495 Deputy Director 6	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input checked="" type="checkbox"/> Essential	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type: Administrative	Bargaining Unit 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 subject to change

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
60	Plans, directs & provides administrative leadership & oversight, on behalf of Deputy Director of General Services Division (GSD), for all programs of Office of Properties & Facilities for the purpose of preserving investment in State-owned property managed by Department of Administrative Services: establishes guidelines & procedures; ensures quality of administration, coordination & monitoring of day-to-day service operations of office; develops coordinated systems & strategies that promote continual improvement of a comprehensive properties & facilities services program for all DAS managed property assets; creates, reviews & approves policies & procedures for implementation by administrative staff; supervises administrative staff (e.g., approves leave, administers recognition & discipline, develops performance measures & evaluates performance); oversees & participates in hiring processes & resolution of personnel issues; oversees & participates in budget planning, scheduling, programming, contract development & negotiations.	Knowledge of (1) program management; (2) operations & facilities management; (3) management concepts & techniques governing large-scale property & facility service operations; (4) management principles & practices; (5) budget planning & development; (6) building maintenance & security; (7) public/human relations; (8) building & safety regulations*; (9) strategic planning; (10) report writing; Skill in (11) operation of personal computer & database, presentation & general office software (e.g., MS Word, Excel, Access, Outlook, Internet) Ability to (12) define problems, collect data, establish facts, draw valid conclusions & initiate solutions; (13) conduct successful negotiations; (14) handle sensitive inquiries from contacts officials & general public; (15) establish & maintain a professional & respectful organizational culture; (16) professionally resolve sensitive issues with general public & government entities.
20	Represents Department, Deputy Director & Director in communications & negotiations with other state agencies, counties & community government groups regarding services provided by office: negotiates agreements; oversees & participates in service delivery & customer follow-up; makes recommendations to Deputy Director & Director regarding issues that affect State's investment in property managed by DAS, including Governor's Residence; produces required reports & makes presentations for & on behalf of Deputy Director & Director; serves as a DAS representative on committees, boards & commissions as designated by Director.	Knowledge of 1, 5, 7, 9 Skill in 11 Ability to 12, 13, 14, 15.

*developed after employment

Appl 8/1-09 cal

JOB CODE TITLE Deputy Director 5 61315	List Position Numbers & Job Titles of Positions Directly Supervised: 20005693 Administrative Assistant 2 20005694 Management Analyst Supervisor 2 20005707 Administrative Officer 3 20005713 Purchasing Agent 20072222 Inventory Control Specialist 2	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 7/31/09
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