

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS106245

DIVISION OR INSTITUTION
General Services Division

UNIT OR OFFICE
Real Estate Planning & Leasing

COUNTY OF EMPLOYMENT
Franklin

Reclassification

New Position

Update

Position Hyperlinked to
Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
Real Estate Administrator

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
See Table of Organization

Permanent
 Temporary
 Intermittent

Classified
 Unclassified
 Essential

Overtime: Eligible Exempt

Bargaining Unit 22

If FLSA Exempt, exemption type
Administrative

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 subject to change

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
50	Plans & directs multi-level real estate operations & activities of Office of Real Estate & Planning for state agencies, boards, commissions, colleges, & universities; manages & directs planning, organizing, & directing of activities involving state owned building space, (e.g., commercial leasing, acquisition of property, disposal of state lands & buildings, land leasing, oil & gas leasing on state land, granting of easements, permits & licenses, appraisal activity, state space management, planning & design); formulates & implements policies & procedures on real estate activities.	Knowledge of (1) management practices; (2) supervisory techniques & principles; (3) building safety (e.g., codes, OSHA regulations); (4) commercial leasing & state property sales; (5) public relations; (6) agency policies & procedures*. Skill in (7) operation of a personal computer & related hardware/software. Ability to (8) apply principles to solve practical everyday problems; (9) use proper research methods in gathering data; (10) originate routing business letters reflecting standard procedures; (11) cooperate with co-workers on group projects; (12) handle sensitive inquiries from & contacts with officials & general public; (13) create & maintain congenial work environment as supervisor of work unit.
25	Coordinates, plans, & directs planning & design services for effective project management of design & space planning of occupants housed in state owned facilities; manages Ohio Building Authority & DAS owned facilities, & commercially leased buildings; formulates & implements policies & procedures on space management; directs strategies for allocation of agency space; responsible for assignment of state space in state owned buildings managed by Ohio Building Authority in Columbus, Cleveland, Akron, & Toledo, & all DAS owned & managed facilities.	Knowledge of 1, 2, 3, 4, 5, 6* Skill in 7 Ability to 8, 9, 10, 11, 12, 13

*developed after employment.

List Position Numbers & Job Titles of Positions Directly Supervised:
See Table of Organization

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Randall Howard/ce

5/29/13

POSITION NUMBER
20005699

JOB CODE TITLE
Real Estate Administrator 2

JOB CODE
84597

apl 5-21-13 cl

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS106245

DIVISION OR INSTITUTION
General Services Division

UNIT OR OFFICE
Real Estate Planning & Leasing

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20005699

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 Position Hyperlinked to Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
Real Estate Administrator 2

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
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Page 2 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):

FROM: 8:00 a.m. TO: 5:00 p.m.

Report in location subject to change

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
15	Administers, coordinates, & directs budget development, scheduling, & programming for Office of Real Estate & Planning; manages & assists in resolution of complaints & other issues raised relative to activities & responsibilities of Office of Real Estate & Planning; provides specific reports for Office of Real Estate & Planning as required (i.e., performance metrics, annual report, weekly report, Governor's monthly report, etc.).	Knowledge of 1, 2, 6* (14) budgeting. Skill in 7 Ability to 8, 9, 10, 11, 12, 13, (15) prepare meaningful, concise & accurate reports.
10	Prepares Controlling Board requests for real estate matters & appears before State Controlling Board, responding to questions related to such requests; administers preparation of draft enabling legislation related to statewide real estate activity & coordinates with legislative liaison to seek approval of enabling legislation related to real estate activity; attends legislative & committee hearings & appears before General Assembly to answer questions related to enabling legislation, as needed; conducts research & interprets laws & regulations relative to real estate	Knowledge of 1, 4, 5, 6* Skill in 7 Ability to 9, 10, 11, 12, 15

*developed after employment.

JOB CODE TITLE
Real Estate Administrator 2

JOB CODE
84597

List Position Numbers & Job Titles of Positions Directly Supervised:

See Table of Organization

SIGNATURE OF AGENCY REPRESENTATIVE

Randall Howard/cc

DATE

5/29/13

apl 5-31-13 al