POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
General Services Division

UNIT OR OFFICE
Office of Real Estate & Planning

POSITION NUMBER
20005699 (16106.0)

JOB CODE TITLE
Real Estate Administrator 2

JOB CODE
84597

☒ State Agency ☐ County Agency ☐ New Position ☒ Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Real Estate Administrator 2

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20005495 (10000.0) Deputy Director 6

NORMAL WORKING HOURS (Explain unusual or rotating shift)
8:00 a.m. - 5:00 p.m.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
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 & Titles of Positions Directly Supervised:
20005706 (16120.0) Real Estate Specialist Supervisor
20005704 (16114.0) Surveyor
20005700 (16107.0) Administrative Assistant 3
20074689 Administrative Assistant 3
20005705 (16118.0) Office Assistant 3
20005527 (11102.0) Facilities Planner
20005528 (11104.0) Facilities Planner
20005529 (11106.0) Facilities Planner
20005530 (11108.0) Facilities Planner

SIGNATURE OF AGENCY REPRESENTATIVE: Jeffrey Westhoven

DATE: 9/11/08

apd 9-18-08

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POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20005495 (10000.0) Deputy Director 6

NORMAL WORKING HOURS (Explain unusual or rotating shift)
8:00 a.m. - 5:00 p.m.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
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 state-wide 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

List Position Numbers & Titles of Positions Directly Supervised:
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