

POSITION DESCRIPTION		AGENCY/DEPT ID DAS106265
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE Real Estate Planning & Leasing	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005699	<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 Real Estate Administrator	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005495 Deputy Director 6	
	<input checked="" type="checkbox"/> Permanent <input checked="" type="checkbox"/> Classified <input type="checkbox"/> Temporary <input type="checkbox"/> Unclassified <input type="checkbox"/> Intermittent <input type="checkbox"/> Essential	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type Administrative	Bargaining Unit 22
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.

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JOB CODE 84597	List Position Numbers & Job Titles of Positions Directly Supervised: 20005527 Facilities Planner 20005528 Facilities Planner 20005529 Facilities Planner 20005530 Facilities Planner 20005563 Facilities Planner 20005626 Program Administrator 1 Program Administrator 2 20005702 Facilities Planner 20005704 Surveyor 20005705 Office Assistant 3 20005706 Real Estate Specialist Supervisor 20074689 Program Administrator 2	SIGNATURE OF AGENCY REPRESENTATIVE <i>Jeffrey Westhoven/c</i>	DATE 11/16/11
	(Empty space for additional information or notes)		

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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 84597	List Position Numbers & Job Titles of Positions Directly Supervised: 20005527 Facilities Planner 20005528 Facilities Planner 20005529 Facilities Planner 20005530 Facilities Planner 20005563 Facilities Planner 20005700 Program Administrator 2 20005702 Facilities Planner 20005704 Surveyor 20005705 Office Assistant 3 20005706 Real Estate Specialist Supervisor 20074689 Program Administrator 2		SIGNATURE OF AGENCY REPRESENTATIVE <i>Jeffrey Westhoven/cc</i>	
			DATE 11/16/11	

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