

# POSITION DESCRIPTION

AGENCY/DEPT ID  
DAS/DAS105675

DIVISION OR INSTITUTION  
General Services Division

UNIT OR OFFICE  
Office of Real Estate & Planning

COUNTY OF EMPLOYMENT  
Franklin

POSITION NUMBER  
20005702

Reclassification     
  New Position     
  Update     
 Position Hyperlinked to  Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: Planning & Design Specialist      POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: See Table of Organization

Permanent       Classified      Overtime:  Eligible       Exempt      Bargaining Unit 13  
 Temporary       Unclassified  
 Intermittent       Essential      If FLSA Exempt, exemption type:      Page 1 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):  
FROM: 8:00 a.m.      TO: 5:00 p.m.      **(Part-Time)**      Report in location subject to change.

## JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
40	Develops & implements facilities improvement/management program for state agencies; counsels agency personnel, contractors & lessors on real estate, facilities & interior design policies & procedures; develops interior design standards; participates in tenant housing strategies, programs & allocation of agency space in state facilities; advises agencies on procedures for relocating all aspects of moving.	Knowledge of (1) industrial engineering or industrial design with emphasis on interior space design, facilities planning & design or architecture; (2) public relations*; (3) public budgeting & spending; (4) applicable building codes & building safety regulations*; (5) office space feasibility assessment. Skill in (6) operation of PC with applicable hardware & software (e.g., MicroSoft Word, Excel, PowerPoint, Access, Outlook, MicroStation CAD). Ability to (7) define problems, collect data, establish facts & draw valid conclusions; (8) prepare, read & interpret specifications, drawings & blueprints; (9) use statistical analysis; (10) handle sensitive contacts with government officials, contractors & public; (11) cooperate with co-workers on group projects; (12) manage multi-phased interior design projects; (13) coordinate relocation/moving of staff greater than 100 people.
30	Determines interior space & special facility needs including tenant improvement: 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 other division offices; inspects projects; ensures compliance with approved drawings, plans, applicable codes, regulations & standards.	Knowledge of 1, 2*, 3, 4* Skill in 6 Ability to 7, 8, 9, 10, 12, 13  *developed after employment

JOB CODE TITLE  
Facilities Planner

JOB CODE  
63281

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*Jeffrey Westhoven*      2/14/13

add 2-20-13 al

