

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

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Real Estate Specialist Supervisor

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20005699 Real Estate Administrator 2

NORMAL WORKING HOURS (Explain unusual or rotating shift)
8:00 am – 5:00 pm (Report-in location subject to change.)

Page 1 of 2

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
50	<p>Oversees real estate services & activities on statewide basis for agencies, boards, commissions, elected officials, colleges & universities: monitors functions related to commercial leasing, real estate acquisitions & sales, state-owned leases & easements; supervises Real Estate Specialists & related staff; coordinates personnel assignments; maintains production standards & reviews status of work in progress; approves draft real estate documents for final preparation & distribution by real estate staff; assumes authority & responsibility for Real Estate Administrator in Administrator's absence including Controlling Board meetings & General Assembly sessions.</p> <p>This position is overtime exempt.</p>	<p>Knowledge of (1) real estate drawings (e.g., plat/tax maps, blueprints); (2) commercial real estate (e.g., leasing, sales, property management, acquisition, appraisal/title review); (3) human relations; (4) supervision; (5) real estate practices, procedures & law; (6) agency policies & procedures*; (7) government structure & process*; (8) business administration (e.g., structure of organization).</p> <p>Skill in (9) use of personal computer & associated hardware/software (e.g., MS Word, Excel, Microsoft Office Outlook*); (10) mathematical calculations (e.g., fractions, decimals, percentages).</p> <p>Ability to (11) define problems, collect data, establish facts & define valid conclusions; (12) maintain accurate records; (13) originate real estate documents & correspondence to complete transactions; (14) prepare meaningful, concise & accurate reports; (15) proofread technical materials, recognize errors & make corrections; (16) handle routine & sensitive telephone inquiries from officials & general public; (17) cooperate with co-workers on group projects; (18) prioritize projects, multi-task & manage time; (19) create & maintain congenial work environment as supervisor of work unit.</p> <p>*developed after employment.</p>

POSITION NUMBER
20005706

JOB CODE TITLE
Real Estate Specialist Supervisor

JOB NUMBER
84595

List Position Numbers and Class Titles of Positions Directly Supervised:

- 20005630 Real Estate Specialist
- 20005695 Real Estate Specialist
- 20005696 Real Estate Specialist
- 20005697 Real Estate Specialist
- 20005698 Real Estate Specialist
- 20005701 Real Estate Specialist
- 20005702 Real Estate Specialist
- 20005703 Real Estate Specialist
- 20073968 Real Estate Specialist

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Jeffrey Westhoven/a 11/5/08

april 11-28-08 cal

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JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
25	Serves as liaison between state agencies, state & local public officials, state colleges, universities, attorneys & private developers performing various real estate activities: conducts meetings to advise on procedures; drafts, reviews & recommends other legal instruments; performs other related duties.	Knowledge of 2, 3, 5, 6*, 7* Skill in 9 Ability to 11, 12, 13, 14, 15, 16, 17, 18
25	Performs related administrative duties: prepares contracts; closes real estate purchases; conducts auctions of surplus property; reviews & responds to customer complaints & inquiries; attends meetings on behalf of Real Estate Administrator with state & local agencies &/or consultants; analyzes & evaluates consultants proposals & scope of services; develops comprehensive real estate reports & analyses; maintains real estate commercial lease & state-owned property databases; prepares Controlling Board requests; acts as Real Estate liaison with GSD Business Office.	Knowledge of 2, 3, 5, 6*, 7*, 8 Skill in 9 Ability to 11, 12, 13, 14, 15, 16, 18

*developed after employment

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cpd 11-28-08 cl