

POSITION DESCRIPTION		AGENCY/DEPT ID Department of Administrative Services DAS106490
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE Properties & Facilities	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005714	<input type="checkbox"/> Reclassification <input checked="" type="checkbox"/> New Position <input type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION Support Services Manager		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005707 Administrative Officer 3	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input checked="" type="checkbox"/> Essential	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type: Administrative	Bargaining Unit 22 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
30	Plans, directs & coordinates all support services (e.g., personnel, fiscal customer service) activities for Office of Properties & Facilities; identifies staffing requirements; coordinates & presents training; participates in strategic & workforce planning; provides assistance & analysis to Managers in identifying staffing levels & requirements; carries out work order management; develops facility/project maintenance management budget for Chief Administrators' review; works with Facility Managers in development of facility operation budget & cost projections; develops draft rate methodologies; provides facility management fiscal rate status reports; provides coordination between GSD Business Office & OPF on fiscal issues (e.g., special projects, payment & billing problems, cost accounting problems & payroll); supervises & directs activities of staff (e.g., provides work direction, attends or conducts staff meetings to communicate work assignments & updates; schedules work activities, evaluates performance, approves payroll, administers discipline, provides training).	Knowledge of: (1) management & supervisory principles & techniques; (2) fiscal & office management; (3) public & human relations; (4) accounting practices; (5) workforce planning; (6) budget development & oversight; (7) fee schedules & operating statements; (8) inventory control; (9) cost accounting (e.g., payroll & capital budgets); (10) employee training & development; (11) generally accepted accounting principles (GAAP); (12) agency policies & procedures* Skill in: (13) operation of personal computer & related hardware & software (e.g., MS word, Excel, Access, Outlook); (14) calculating cost projections. Ability to: (15) define problems, collect data, establish facts and draw valid conclusions; (16) establish & maintain effective working relationships; (17) resolve complaints from agency representatives, contractors and tenants; (18) prepare correspondence & compile data into clear, concise, detailed reports; (19) handle sensitive telephone & face-to-face inquiries & contacts with public & governmental officials; (20) monitor & control expenditures
30	Monitors & controls expenditures to ensure budget compliance; analyzes OPF operations to identify weaknesses & inaccuracies in business policies & procedures; negotiates contracts for major purchases; provides training to facility managers on fiscal policies & procedures & accounting (OAKS) processes; oversees facility management fiscal activities of Governor's Residence (develops operating & capital budgets, writes fiscal & management reports, accounts payable, expenses, payroll).	Knowledge of: 1, 2, 3, 4, 5, 6, 7, 9, 11, 12* Skill in: 13, 14 Ability to: 15, 16, 17, 18, 19, 20 *developed after employment.

April 10-28-10 (aw)

List Position Numbers & Job Titles of Positions Directly Supervised: 20005693 Administrative Secretary 2 20005711 Clerk 3 20005713 Purchasing Agent 20005783 Office Assistant 3	SIGNATURE OF AGENCY REPRESENTATIVE <i>Jeffrey Westhovenske</i>	DATE 10/28/10
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