

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS/DAS106430

DIVISION OR INSTITUTION
General Services Division

UNIT OR OFFICE
Office of Properties & Facilities

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20005807

Reclassification New Position Update Position Hyperlinked to Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: Governor's Residence Facility Manager POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: 20005782 Project Manager 1

Permanent Classified Overtime: Eligible Exempt
 Temporary Unclassified
 Intermittent Essential If FLSA Exempt, exemption type: Administrative
 Bargaining Unit 99
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NORMAL WORKING HOURS (Explain unusual or rotating shift):
 FROM: 7:00am TO: 4:00pm Report in location & work hours subject to change

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
70	<p>Manages operations, maintenance & special events at Governor's Residence: supervises & trains Residence staff (e.g., housekeepers, chef, lead groundskeeper, maintenance staff); directs work of grounds crew from PCI; prepares & manages Residence capital, foundation & special fund budgets; purchases supplies; reconciles credit card expenditures; prepares staff schedules; prepares reports for payroll, events, purchases, tours; monitors Residence structural maintenance; request repairs from General Services Division; supervises outside contractors as necessary; arranges repairs & replacement of household furnishings; maintains inventory of all State-owned property; manages special events (e.g., coordinates caterers, florists, equipment rental, volunteers, event sponsors); prepares floral arrangements for display in residence; consults with garden committee (e.g., regarding grounds maintenance, greenhouse, flower beds, cutting beds); maintains interior décor of residence; designs & assembles holiday decorations & displays; oversees laundry & valet services for First Family; researches & resolves issues relating to Residence.</p>	<p>Knowledge of (1) hospitality management; (2) supervisory principles & Techniques; (3) industrial kitchen & laundry facilities; (4) gardening; (5) interior decoration; (6) budget development & maintenance; (7) public relations; (8) bookkeeping; (9) special event planning & implementation. Skill in (10) operation of a personal computer & associated hardware/software (e.g., MS Office Suite); (11) management of daily facility operations. Ability to (12) interact with government officials & high-level managers; (13) develop & implement staff schedules; (14) coordinate all aspects of events (e.g., planning, caterers, florists, equipment rental, volunteers & event sponsors).</p>
30	<p>Schedules appointments for & assigns docents for Residence tours: works closely with Ohio State Highway Patrol regarding security; serves on Governor's Residence Advisory Commission & Governor's friends of Governor's Residence & Heritage Garden Inc. as Residence representative; answers phone calls & responds to inquiries; backs up Residence staff as needed (e.g., cooking, cleaning, minor maintenance).</p> <p>This position is unclassified service per section 124.11 (A) (9) of Ohio Revised Code.</p> <p>This position is overtime exempt & has been designated as Weather & Disaster Essential.</p>	<p>Knowledge of 1, 3, 4, 5 Skill in 10 Ability to 12, 14</p> <p>*developed after employment.</p>

JOB CODE TITLE
Administrative Staff

JOB CODE
99580

List Position Numbers & Job Titles of Positions Directly Supervised:
 20005809 Administrative Staff
 20005810 Administrative Staff
 20005811 Administrative Staff

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Jeffrey Westhonen 3/6/12

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