

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

POSITION NUMBER 20074689	<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 Eminent Domain Coordinator		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR See Table of Organization	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input 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: 7:30 a.m. TO: 4:30 p.m. Report in location & work hours subject to change				

JOB DESCRIPTION AND WORKER CHARACTERISTICS		
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
35	Assists in program direction by relieving Real Estate Administrator of variety of difficult administrative duties related to Eminent Domain program: formulates & implements eminent domain policies & procedures to effect review process of eminent domain actions initiated by state entities that have authority to exercise eminent domain laws; interprets & assists in evaluating laws associated with or covering eminent domain actions; coordinates eminent domain activities on behalf of state agencies, colleges & universities & other governmental entities to effect eminent domain actions; meets with departmental, institutional & other government officials, consultants, contractors, public groups & other individuals regarding eminent domain activities; provides consultation advice to governmental entities on policies & procedures related to eminent domain; prepares eminent domain recommendation analysis for submission to Director; supervises staff as assigned (e.g., coordinates personnel assignments, maintains production standards, reviews status of work in progress, approves time & leave requests, evaluates performance, administers discipline).	Knowledge of (1) public relations; (2) agency policies & procedures*; (3) public administration; (4) real estate law; (5) commercial real estate (e.g., acquisition, development, eminent domain actions); (6) supervisory principles & practices; (7) human relations Skill in (8) operation of personal computer & associated software (e.g., MS Word, Excel, MS Windows, PowerPoint, Outlook). Ability to (9) navigate & research information on Internet; (10) maintain sensitive information; (11) collect, sort & prepare information in clear & concise format; (12) deal with difficult groups of people; (13) speak in front of groups; (14) work in groups and alone; (15) maintain accurate records; (16) prepare accurate & concise reports.
35	Manages projects, assures quality standard, & performs public relations: performs & assists Administrator with special projects, assignments & tasks; defines project requirement scopes, quality standards & timelines; maintains & oversees databases within Real Estate Section (e.g., ProLease/Commercial Lease & State-Owned Property); analyzes data contained in databases to assist in performance measures & organization metrics; provides performance data related to project oversight & comprehensive progress reports; assists Administrator with development & implementation of customer service plans to ensure quality assurance & quality of work products, processes & service delivery; performs public relation duties & responsibilities; researches & responds to legislative, media & general inquiries of office.	Knowledge of 1, 2*, 3, 4, 5, 7, (17) project management. Skill in 8 Ability to 9, 10, 11, 12, 13, 14, 15, 16 *developed after employment.
List Position Numbers & Job Titles of Positions Directly Supervised: See Table of Organization		SIGNATURE OF AGENCY REPRESENTATIVE <i>Jeffrey Westhousen</i>
		DATE 4/8/13

apd 4-10-13 ad

JOB CODE TITLE
Program Administrator 2

JOB CODE
63123

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS106265

DIVISION OR INSTITUTION
General Services Division

UNIT OR OFFICE
Office of Real Estate Planning & Leasing

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20074689

Reclassification

New Position

Update

Position Hyperlinked to
Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
Eminent Domain Coordinator

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
See Table of Organization

Permanent
 Temporary
 Intermittent

Classified
 Unclassified
 Essential

Overtime: Eligible Exempt
If FLSA Exempt, exemption type
Administrative

Bargaining Unit 22

Page 2 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):

FROM: 7:30 a.m. TO: 4:30 p.m.

Report in location & work hours subject to change

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
30	<p>Researches & analyzes materials, information & program activity within assigned areas of responsibilities: develops, reviews & approves correspondence, reports, documents & legal instruments for office; analyzes & evaluates consultant proposals & scope of services; prepares, develops & maintains comprehensive reporting systems for assigned areas of responsibility; prepares reports, correspondence, documents & legal instruments as needed to perform expected duties; ensures quality assurance & timeliness for SWCAP reporting for office; acts as a liaison to state agencies, boards, commissions, colleges & universities, attorneys, private developers, etc. to perform program responsibilities; attends meetings, conferences, seminars & /or workshops on related topics; represents Administrator at State Controlling Board & General Assembly sessions; assumes responsibility & authority in Administrator's absence, when asked; performs other duties as assigned.</p>	<p>Knowledge of 1, 2*, 3, 4, 5, 7, Skill in 8 Ability to 9, 10, 11, 12, 13, 14, 15, 16</p> <p>*developed after employment.</p>

JOB CODE TITLE
Program Administrator 2

JOB CODE
63123

List Position Numbers & Job Titles of Positions Directly Supervised:

See Table of Organization

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Jeffrey Westhoven/ce

4/8/13

apd 4-10-13 cel