

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS/DAS105635

DIVISION OR INSTITUTION
General Services Division

UNIT OR OFFICE
State Architect's Office

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20075613

Reclassification New Position Update Position Hyperlinked to Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: Capital Planning Services Coordinator POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: 20075698 Project Manager 2

Permanent Classified Overtime: Eligible Exempt Bargaining Unit 22
 Temporary Unclassified
 Intermittent Essential If FLSA Exempt, exemption type: Administrative 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
50	Acts for Capital Planning Services Manager in order to assist in program direction by relieving manager of non-routine administrative duties relating to facility & infrastructure planning for state funded capital improvement projects: assists in formulating strategy on agency's capital improvement projects (e.g., collaborates with customer & administrator on project concept, objective & approach, coordinates scheduling, helps ensure adherence to project deadlines, oversees change process, tracks phases of project/lifecycle, coordinates actions, resolves conflicts); collects inventory of agencies' capital improvements; researches & compiles background information, which requires use & understanding of construction terminology & associated contract language; compiles & updates property & agency level master plan documents; assists with agency submission of capital requests; coordinates activities related to operating/capital budget requests & legislative inquiries; formulates & implements policies & procedures related to capital planning & formulation of master plans; recommends office process changes; responds to administrative issues/needs of staff in unit; serves as liaison between administrator & subordinates; transmits decisions & directives; represents administrator at meetings; advises & assists with formulation & tracking status of goals, objectives & office metrics; provides advice in aiding administrator in strategic & succession planning initiatives; researches & analyzes program, procedures & policies & evaluates data related to program activities to prepare analytical reports, spreadsheets, graphs & charts; researches & responds to inquiries & complaints; investigates issues & finds resolution; coordinates, attends & facilitates meetings as necessary.	Knowledge of (1) accounting; (2) applicable state & federal laws, rules & regulations governing documents processed, reviewed &/or prepared*; (3) public relations & customer service techniques; (4) multi-phase, large-budget construction projects; (5) project coordination (e.g., planning & development of project/program requirements & providing input to project design, development, testing/pilot, training & full scale implementation); (6) electronic forms & their relationship within Excel workbook; (7) construction industry terms & related contract language. Skill in (8) operation of personal computer & associated hardware/software (e.g., MS Word, Excel, PowerPoint, Outlook); (9) use of advance MS Word & Excel functions (e.g., formulas, linking workbook, importing/exporting data, merging); (10) use of state accounting system*. Ability to (11) efficiently manage multiple tasks at same time; (12) organize time & materials to meet deadlines; (13) observe, track & manage many details; (14) apply principles to solve simple & complex problems; (15) gather, collate & classify information about data, people, or things; (16) define problems, collect data, establish facts & draw valid conclusions; (17) communicate effectively with project team, SAO staff & management; (18) organize & maintain accurate records; (19) complete project work assignments accurately & in timely manner. *developed after employment

JOB CODE TITLE
Administrative Assistant 2

JOB CODE
63122

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Jeffrey Westhouse/ce

5/18/09

apcl 5-20-09 cl

POSITION DESCRIPTION		AGENCY/DEPT ID DAS/DAS105635
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE State Architect's Office	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20075613	<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 Capital Planning Services Coordinator		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20075698 Project Manager 2
	<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

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

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
30	Manages business function for administrator: provides administrative support (e.g., prepares & maintains complex technical & routine documents for State Architect's Office [SAO] Program, Projects, Energy & Capital Planning Service Managers); develops & maintains logs, tracking systems & filing systems for SAO (e.g., complete or update elements of master planning process, final master plans, correspondence); coordinates activities related to special events, external training programs, & meetings (e.g., coordinates & schedules meeting rooms, office staff, computers & audio visual equipment for meetings & training sessions); assists with staff training & development (e.g., planning events, developing presentations, coordinating outside presenters, organizing AIA or other credits); assists in identifying outside training opportunities for staff.	Knowledge of 1, 2*, 3, 4, 5, 6, 7, (20) training & development. Skill in 8, 9, 10* Ability to 11, 12, 13, 14, 15, 16, 17, 18, 19
20	Performs public relations duties & provides support with external communications (e.g., SAO E-News, marketing materials), & required internal reports: assists with editing, publishing & posting of SAO standard documents; provides support with updates to SAO website, electronic forms; provides support with implementation of OAKS-CI; creates internal reports as needed; performs other related duties as assigned.	Knowledge of 1, 2*, 3, 4, 5, 6, 7 Skill in 8, 9, 10* Ability to 11, 12, 13, 14, 15, 16, 17, 18 <u>Position Specific Minimum Qualifications:</u> 2 yrs. exp. in project coordination (e.g., planning & development of project/program requirements & providing input to project design, development, testing/pilot, training & full scale implementation); 2 yrs. exp. in construction industry terms & related contract language.
	This position is overtime exempt.	*developed after employment

apdl 5-20-09 al

JOB CODE TITLE
 Administrative Assistant 2
 JOB CODE
 63122

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE <i>Jeffrey Westhonen/je</i>	DATE 5/18/09
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