

<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID DAS/DAS105655
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE State Architect's Office	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20075698	<input checked="" type="checkbox"/> Reclassification <input 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 Manager		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005519 Deputy Director 5	
	<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: 7:30a.m. TO: 4:30p.m. (Report-in location subject to change.)			
<b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>				
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities		
50	Serves as agency Capital Planning Services Manager in order to plan & direct statewide capital master planning of state & community owned capital improvement projects: facilitates communication & decision-making on capital master planning issues among capital planning staff, project management staff, client segment teams, State Architect's Office (SAO) senior staff, agencies & institutions & OBM; establishes & maintains capital planning processes & procedures; leads planning staff in assessing existing facility conditions, auditing life safety & code compliance, analyzing life cycle costs, maintenance planning & reviewing new programmatic/space needs of agencies & institutions to develop prioritized & systematic capital master plans for project funding consideration; participates in program strategic planning, goals & objectives; formulates & implements statewide programs & policies for SAO; represents SAO at public meetings; participates in selection & negotiation of professional services; provides planning advice & assistance to SAO staff; assists in revising customer guidance documents.	Knowledge of (1) facility & infrastructure planning & life cycle methodologies; (2) budgetary planning of facility maintenance & building construction; (3) project management; (4) architecture, engineering or urban planning; (5) management & supervision of staff in fiscal &/or planning functions; (6) public relations; (7) human relations; (8) agency policies & procedures*; (9) government structure & processes*; (10) governmental/public construction projects; (11) accounting, fiscal &/or budgetary management, planning & control. Skill in (12) operation of personal computer & associated hardware/software (e.g., Microsoft Word, Excel, PowerPoint, OAKS*). Ability to (13) deal with complex budgeting & accounting tasks; (14) deal with many variables & determine specific action; (15) proofread materials for mathematical errors/omissions; (16) handle confidential information; (17) deal with internal & external inquiries & reporting procedures; (18) deal with multi-tasked project requests; (19) prepare & deliver speeches before specialized audiences & general public; (20) originate/edit articles for publication.		
		*developed after employment.		
JOB CODE 63382	List Position Numbers & Job Titles of Positions Directly Supervised: 20005785 Architect 20005554 Management Analyst Supervisor I 20075613 Administrative Assistant 2		SIGNATURE OF AGENCY REPRESENTATIVE <i>Jeffrey Westhoven/jc</i>	
		DATE 6/17/09		

apcl 617-0902

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	USUAL WORKING TITLE OF POSITION Capital Planning Services Manager		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005519 Deputy Director 5	
	<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 11  Page 2 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 7:30a.m. TO: 4:30p.m. (Report-in location subject to change.)			
	<b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>			
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
	25	Plans & manages all fiscal accounting & budgetary functions of SAO & construction escrow accounts for agency: prepares, maintains & oversees preparation & maintenance of reports, records, studies & correspondence related to fiscal &/or budgetary activities & operations; coordinates creation & implementation of special databases; reconciles all accounting records with computerized project control system; supervises tracking of expenditures & receivables; monitors work product of staff involved with maintaining escrow & escrow lien accounts; serves as liaison between SAO & division business office in dealings with Office of Finance & OBM; reviews liens on public funds on behalf of SAO.	Knowledge of 2, 5, 7, 8*, 11 Skill in 12 Ability to 13, 14, 15, 16, 17, 18	
	25	Supervises capital planning staff & manages professional service consultants: recruits & trains staff; delegates assignments; monitors & balances workload of staff; prepares performance evaluations; completes corrective counseling & discipline; approves timesheets & leave requests; other duties as assigned.	Knowledge of 1, 2, 3, 4, 5, 7, 8*, 9*, 10, 11, (21) workforce planning; (22) employee training & development. Skill in 12 Ability to 15, 18	
	This position is overtime exempt.		Position Specific Minimum Qualifications: 3 yrs. exp. in facility & infrastructure planning & life cycle methodologies; 3 yrs. exp. in budgetary planning of facility maintenance & building construction; 2 yrs. exp. in management & supervision of staff in fiscal &/or planning functions.	
	List Position Numbers & Job Titles of Positions Directly Supervised: 20005785 Architect 20005554 Management Analyst Supervisor I 20075613 Administrative Assistant 2		SIGNATURE OF AGENCY REPRESENTATIVE <i>Jeffrey Westhoven/ce</i>	DATE 6/17/09

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