

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 20075698	<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 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.)			

JOB DESCRIPTION AND WORKER CHARACTERISTICS		
%	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.

Appl 12.9.10 *AW*

JOB CODE 63382	List Position Numbers & Job Titles of Positions Directly Supervised: 20005785 Architect 20005536 Planner 3 20005554 Management Analyst Supervisor 1 20075613 Administrative Assistant 2	SIGNATURE OF AGENCY REPRESENTATIVE <i>Jeffrey Westhoven/ce</i>	DATE 12/8/10
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