

<h1 style="margin:0;">POSITION DESCRIPTION</h1>	<h2 style="margin:0;">OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES</h2>	AGENCY Department of Administrative Services
	DIVISION OR INSTITUTION General Services Division	
	UNIT OR OFFICE State Architect's Office	

POSITION CONTROL NUMBER <b>20005544 (11318.0)</b>	<input checked="" type="checkbox"/> State Agency <input type="checkbox"/> County Agency <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Change	County of Employment Franklin	
	USUAL WORKING TITLE OF POSITION Support Services Supervisor	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005519 (11000.0) Deputy Director 5	
	NORMAL WORKING HOURS (Explain unusual or rotating shift) 8:00 a.m. - 5:00 p.m.		
	Page 1 of 2		
<b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>			
	%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
	40	Acts for Deputy State Architects in managing State Architect's Office (SAO) Consultant Services Programs: prepares advertisements for professional design services necessary for Consultant List for professional & trade specialties and advertisements for Biennial Constructability Consultant List; receives & organizes Consultant applications for review & recommendations by Deputy State Architects (DSA) & SAO Project Managers; compiles final listing of recommended Consultants; initiates correspondence to notify successful & unsuccessful respondents; prepares & submits Consultant Lists to Controlling Board for approval of funding; assists DSAs with management & utilization of Consultant Lists; establishes & maintains log of all consultant assignments on active projects; reports to DSAs of availability & utilizations of Consultants for new projects; assists DSAs & Project Managers in preparation & execution of Requests for Qualifications (RFQ) & Requests for Proposals (RFP); manages & reviews responses to RFQs & RFPs received for new projects; notifies consultants of selection results; initiates request for Fee Proposals from selected consultants; prepares & manages Memoranda of Agreement with state agencies & institutions for SAO Project Managers; prepares Agreements with selected Consultants; manages internal administration of Consultant Agreements; prepares amendments & manages amendment approvals; coordinates processing of consultant payment applications & payment of SAO fees with SAO fiscal section personnel, & prepares & submits quarterly Consultant Utilization Report to state Controlling Board. Formulates & implements Consultant List Program policy. In absence of DSAs, is responsible for & has authority to produce non-routine administrative duties normally performed by DASs (i.e., obtaining & providing information on Consultant List Program & local administrative procedures).	Knowledge of (1) business administration; (2) agency policies & procedures*. Skill in (3) operation of personal computer & associated hardware/software (e.g., MS Word, Excel, Access, PowerPoint) Ability to (4) define problems, collect data, establish facts & draw valid conclusions; (5) maintain accurate records, (6) prepare meaningful, concise & accurate reports & correspondence; (7) gather, collate & classify information about data, people, or things, (8) comprehend & record figures accurately.
		*developed after employment	
	List Position Numbers and Class Titles of Positions Directly Supervised: 20005525 (11012.0) Administrative Assistant 2 20005526 (11016.0) Word Processing Specialist 2 20005522 (11006.0) Clerk 3		SIGNATURE OF AGENCY REPRESENTATIVE 
		DATE 11/22/07	

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CLASS TITLE  
Administrative Assistant 2

CLASS NUMBER  
63122

# POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY Department of Administrative Services
DIVISION OR INSTITUTION General Services Division
UNIT OR OFFICE State Architect's Office

POSITION CONTROL NUMBER 20005544 (11318.0)  
  
 CLASS TITLE Administrative Assistant 2  
  
 CLASS NUMBER 63122

<input checked="" type="checkbox"/> State Agency <input type="checkbox"/> County Agency <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Change	County of Employment Franklin
USUAL WORKING TITLE OF POSITION Support Services Supervisor	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005519 (11000.0) Deputy Director 5
NORMAL WORKING HOURS (Explain unusual or rotating shift) 8:00 a.m. - 5:00 p.m.	

**JOB DESCRIPTION AND WORKER CHARACTERISTICS**

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
30	Supervises administrative personnel & manages administrative support functions of State Architect's Office: assists DSAs in daily management, scheduling & utilization of office staff; assists DSAs in maintaining professional schedule & in producing professional correspondence of all nature; oversees SAO staff payroll time reporting input and recommends approval of time reports to DSAs; supervises recording & filing of SAO staff leave requests; supervises filing & record keeping requirements of SAO office correspondence, professional design service agreements, construction contract files & manages SAO secure document storage agreements; supervises SAO office inventories of equipment & supplies, & office pool cars maintenance, record keeping, & periodic reporting.	Knowledge of 1, 2*, (9) Supervision, (10) Office Management Skill in 3 Ability to 4, 5, (11) establish friendly atmosphere as supervisor of work unit
20	Assists Deputy State Architects in management of SAO team members; administers team member leave requested on behalf of DSAs; consolidates and submits payroll & project time reporting of DSA team members; manages & prepares monthly team project reports for DSAs & State Architect; assists DSAs & SAO Special Service Manager in coordination & scheduling of various staff & office management meetings, training sessions & preparation & distribution of meeting minutes from various meetings; coordinates & schedules meeting rooms, computers & audio visual equipment for meetings & training sessions.	Knowledge of 1, 2*, 10 Skill in 3 Ability to 4, 5, 6, 7, 8
10	Supports SAO Special Services Manager in execution of special assignments, office handbook & construction specification master format development & subsequent revisions; assists in management & utilization of office staffing for special projects; performs other duties as necessary or as assigned.	Knowledge of 1, 2* Skill in 3 Ability to 4, 6, 7
	This position is overtime exempt.	*developed after employment

- List Position Numbers and Class Titles of Positions Directly Supervised:
- 20005525 (11012.0) Administrative Assistant 2
  - 20005526 (11016.0) Word Processing Specialist 2
  - 20005522 (11006.0) Clerk 3

SIGNATURE OF AGENCY REPRESENTATIVE <i>Jeffrey Westhoven</i>	DATE 11/22/07
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