

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

POSITION NUMBER 20005519 (11000.0)	<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 State Architect	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005495 (10000.0) Deputy Director 6		
	NORMAL WORKING HOURS (Explain unusual or rotating shift) 8:00 a.m. – 5:00 p.m.			Page 1 of 2
	JOB DESCRIPTION AND WORKER CHARACTERISTICS			
	%	Job Duties in Order of Importance	Minimum Acceptable Characteristics	
25	Plans, directs & administers operation of Office of State Architect: directly assists Deputy Director of General Services Division in planning, development, design & construction involved in all state building projects, with exception of projects under authority of exempted agencies; creates & writes office's strategic plan, work plan, goals, objectives & performance metrics consistent with those of administration & General Services Division; supervises subordinate supervisory personnel (e.g., approves leave & time reports, initiates & administers discipline, participates in hiring process).	Knowledge of (1) budgeting; (2) management; (3) public relations; (4) agency, state & federal laws, rules, regulations, & codes relative to major construction projects*; (5) strategic planning; (6) project management; (7) architecture; (8) electrical & mechanical engineering; (9) supervision principles & practices; (10) human relations; (11) interviewing Skill in (12) operation of personal computer & associated hardware/software (e.g., Microsoft Word, Excel, Outlook) Ability to (13) deal with many variables & determine specific action; (14) calculate fractions, decimals & percentages; (15) prepare meaningful, concise & accurate technical reports; (16) interpret extensive variety of technical materials in books, journals & manuals; (17) handle routine & sensitive inquires from & contacts with consultants/contractors & other government representatives; (18) develop & maintain good rapport with customer agencies & consultants/contractors.		
20	Exercises administrative authority over all matters concerning State sponsored building program: reviews all preliminary documentation & all specifications for quality, conformity with policies & procedures & responsible fiscal planning; establishes standards & sets requirements for project design & implementation; prepares contracts for professional & technical services; negotiates fees & other considerations; approves cost estimates, invoices & change orders for construction in progress. This position is over-time exempt.	Knowledge of 1, 2, 3, 4*, 6, 7, (19) contractual language Skill in 12 Ability to 13, 14, 15, 16, 17, 18, (20) review building specifications *developed after employment		
JOB CODE TITLE Deputy Director 5 61315	List Position Numbers & Titles of Positions Directly Supervised: 20005520 (11002.0) Adm. Asst. 3 20005545 (11400.0) Arch. Adm. 20005523 (11008.0) Fisc. Off. 2 20005556 (11500.0) Arch. Adm. 20005535 (11300.0) Arch. Adm. 20005557 (11600.0) Arch. Adm.		SIGNATURE OF AGENCY REPRESENTATIVE <i>Jeffrey Westhoven/cc</i>	
			DATE 6/13/07	

april 6-15-07 cl

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OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

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POSITION NUMBER
20005519 (11000.)

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
State Architect

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20005495 (10000.0) Deputy Director 6

NORMAL WORKING HOURS (Explain unusual or rotating shift)
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Page 2 of 2

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
20	Assumes responsibility for operations on construction sites (e.g., proper supervision, safety procedures, equitable employment practices, inspection): directs projects, instructs personnel in proper procedures; ensures compliance with all applicable laws, including Encouraging Diversity, Growth & Equity (EDGE) program; ensures appropriate oversight & representation of project staff on job sites; reviews & recommends projects for exigencies.	Knowledge of 2, 3, 4*, 6, 7, 8, 9, (21) safety procedures, (22) Ohio employment laws Skill in 8 Ability to 13, 15, 16, 17, 18, (23) construction inspection
10	Coordinates state building & construction projects with activities & operations of other public & private agencies, associations, contractors, design professionals & other entities: directs training & outreach programs for customers; represents division & department at meetings & hearings (e.g., Controlling Board, legislative hearings); provides expertise & consulting services on behalf of division for other state agencies	Knowledge of 2, 3, 4*, 5 Skill in 12 Ability to 15, 16, 17, 18, 19
10	Directs Office of Energy Services: provides leadership & direction on energy efficient design & construction in state buildings; coordinates effort to create energy-efficient building design standards; properly incorporates life cycle costing into design process; directs energy auditing & renovation projects statewide.	Knowledge of 2, 3, 4*, 5, 9, 10, (24) energy usage, (25) energy conservation Skill in 12 Ability to 13, 14, 15, 16, 17, 18, (26) understand & relay latest trends concerning energy market.
15	Provides leadership & general oversight of Capital Improvement Management System (CIMS) & materials & documentation that represent office: assures successful design, implementation, & steady state operation of CIMS; maximizes benefit of system by encouraging participation from state agencies, colleges & universities, design professionals & contractors; provides accountability, expertise & editorial oversight on all written &/or web-based materials & documentation that represent office (e.g., Ohio Register, SAO Handbook, SAO College presentations, administrative rules, directives, policies, procedures, brochures, web sites, bidding & construction documents). Other duties as assigned.	Knowledge of 2, 4*, 6, (27) database management systems Skill in 12 Ability to 13, 15, 20

This position is over-time exempt.

MUST BE A REGISTERED ARCHITECT

*developed after employment.

JOB CODE TITLE
Deputy Director 5

JOB CODE
61315

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SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Jeffrey Weatherence

6/13/07

apd 6-15-07cd