

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

State Agency County Agency New Position Change

County of Employment:
Franklin

USUAL WORKING TITLE OF POSITION
Capital Planning Services Manager

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20005519 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
40	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, SAO senior staff, SAO executive 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) accounting, fiscal &/or budgetary management, planning & control; (2) management & supervision of staff in fiscal &/or planning functions; (3) public relations; (4) human relations; (5) agency policies & procedures*; (6) government structure & processes*; (7) governmental/public construction projects; (8) capital planning. Skill in (9) operation of computer hardware and associated software (e.g., Microsoft Word, Excel, PowerPoint, OAKS*). Ability to (10) deal with complex budgeting & accounting tasks; (11) deal with many variables & determine specific action; (12) proofread materials for mathematical errors/omissions; (13) handle confidential information (14) deal with internal & external inquiries & reporting procedures; (15) deal with multi-tasked project requests; (16) prepare & deliver speeches before specialized audiences & general public; (17) originate/edit articles for publication;
35	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 data bases; reconciles all accounting records with computerized project control system; tracks expenditures & receivables; monitors work product of staff involved with maintaining escrow & escrow lien accounts; serves as liaison between SAO & division business office in all dealings with Controller's Office reviews of liens on public funds on behalf of SAO.	Knowledge of: 1, 2, 3, 4, 5*, 7, 8 Skill in 9 Ability to 10, 11, 12, 13, 14, 15

* developed after employment.

POSITION NUMBER
20075698

JOB CODE TITLE
Management Analyst Supervisor 2

JOB CODE
63216

List Position Numbers and Class Titles of Positions Directly Supervised:

20005524 Management Analyst Supervisor 1

SIGNATURE OF AGENCY REPRESENTATIVE

Jeffrey Westhoven

DATE

5/30/08

upol 6-3-08 OK

