

DESCRIPTION: Under general direction, is responsible and has oversight for the planning, organizing, and implementation of administrative systems and functions of the State Building Division including, but not limited to, property leasing and management, automated work systems, budget, administrative support, and administrative support staff; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed as outlined below.)

This is a single occupancy class, which reports to the State Building Division Administrator or Associate Administrator. Incumbents in this professional class supervise other administrative support staff and fully contribute to short and long term strategic planning of the division; and are held accountable for division goals.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Provides oversight and directly supervises property management and leasing staff, budget office liaison, and assigned administrative and administrative support staff.

Responsible for leased space allocation that ensures maximum efficiency and good stewardship of the state's resources. Ensures lease contracts are in alignment with rules, regulations, and statutes.

Responsible for division's budget and fiscal management including capital construction budget, reviews and recommends capital project submissions, comprehensive capital plan, and serves as AS-Central Services liaison. Oversees Budget Office Liaison.

Develops appropriate supportive relationships with client agencies, vendors, and landlords.

Responsible for the development, implementation and monitoring of the State Building Division's automated systems to ensure maximum functionality and efficiency.

Responsible for development, implementation and monitoring of the State Building Division's administrative, fiscal, and property management and leasing, policies and procedures. Develops, reviews and maintains Standard Operating Procedures for assigned areas.

Responsible for the development, implementation and monitoring of records management systems such as contracts, leases, and vendor database. Responsible for fixed asset and inventory systems.

Functions as the Division's legislative liaison and coordinator; prepares fiscal notes, monitors legislation, proposes new legislation.

Is responsible for and manages VBEL activities for the agency.

Responsible for the State Building Divisions COOP plans.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: (These are needed at entry level to perform the work assigned.)

Knowledge of: Business processes including project management, automated systems, property management and real estate principles, practices, statutes, and regulations, characteristics and requirements; project management; landlord/tenant laws, development of long-term property use, marketing plans; principles and techniques of public management including policy development, organization, planning, budgeting and legislative processes; continuous improvement processes; finance or accounting principles relating to property management and capital construction processes.

Skill in: Researching, analyzing and summarizing data; recommend effective courses of action; organizing and preparing written and oral reports; negotiating terms and conditions, gaining customer and employee buy-in; managing change processes.

Ability to: Establish and maintain working relationships with customers, clients, vendors, co-workers, and state officials; develop, implement, coordinate and evaluate programs, policies and goals; research and analyze complex property management and system issues to develop recommendations and implement an effective course of action; draft and monitor contracts; prepare financial and legal documents; interpret biennium budget rates and capital construction budgets; communicate with staff, agency representatives and government officials, develop, initiate and evaluate programs; research and analyze complex issues and to develop and implement effective courses of action; understand system impact of decisions, exercise good judgment and make decisions.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Bachelor's degree in business administration, construction management, accounting, finance or other related field AND five years of progressively responsible experience in property management, leasing or commercial real estate plus experience with applying finance or accounting practices and principles. Experience can be substituted for education on a year for year basis.

SPECIAL NOTES:

Travel may be required.

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).