

**Franklin County Board of Commissioners
Classification Specification & Job Description**

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| <u>CLASSIFICATION TITLE:</u> Manager of Planning | <u>CLASS NUMBER:</u> 30705 | <u>FLSA:</u> Exempt |
| <u>AGENCY/DIVISION:</u> Public Facilities Management | <u>JOB TYPE:</u> Full Time, Classified | <u>PROBATION PERIOD:</u> 180 |
| <u>BARGAINING UNIT:</u> Non-Bargaining | <u>PAY GRADE:</u> N19 | <u>POSITION CONTROL #:</u> 033614 |
| <u>POSITION LOCATION:</u> 373 S High Street, Lobby, Columbus, OH 43215 | <u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM | <u>SUPERVISOR (PCN):</u> Superintendent, Construction (033600) |
| <u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u> | | |

CLASSIFICATION PURPOSE:

The primary purpose of the Manager of Planning classification is to supply county agencies with space planning and project management services for in-house construction and to provide drawings and guidance to the in-house construction teams.

JOB DUTIES:

Design in-house remodeling projects in county facilities. Develop, schedule, plan and implement work schedules. Coordinate construction/toolbox meetings, assist in preparation of specifications, and budget preparation of departmental remodeling projects. Supervise, train, and evaluate the work of staff. Perform performance appraisals, disciplinary actions, hiring, etc. Meet with department directors, assistant directors, and officials to plan, develop, and create drawings of existing and required space by agency. Provide technical assistance to aid supervisor and director in the decision-making process. Inspect projects. Review and revise plans when necessary and ensure projects are completed on time and within budget. Maintain drawings and plans. Prepare correspondence and reports. Maintain files and records on in-house remodeling projects. Provide guidance on assessed finished standards and county office standards. Maintain regular and predictable attendance.

These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

MAJOR WORKER CHARACTERISTICS:

Knowledge of budgeting; supervision, safety practices; agency policy and procedures; public relations, engineering. Skill in word processing; equipment operation. Ability to understand practical field of study; add, subtract, multiply and divide whole numbers; use algebra; use geometry and trigonometry; recognize safety warnings; maintain accurate records; understand manuals and verbal instructions, technical in nature; prepare contract specifications; handle sensitive inquiries from and contacts with agency staff, public officials, or general public.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Any equivalent combination of relevant training and experience including but not limited to: Bachelor’s degree in interior design, architecture, or related field with five (5) years of space planning, interior design, construction, or related experience.

Additional Requirements

No special license or certification is required.

Supervisory Responsibilities

Ability to assign, review, plan, and coordinate the work of other employees, to provide instruction to other employees, to maintain department standards, to recommend the discipline of other employees, to act on employee problems, and to recommend the transfer, promotion, or salary increase of other employees.

UNUSUAL WORKING CONDITIONS:

N/A

Acknowledgement of Receipt:

I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

Employee Name

Employee Signature

Date