

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

CLASSIFICATION TITLE: Support Services/Sustainability Manager	CLASS NUMBER: 50211	FLSA: Exempt
AGENCY/DIVISION: Public Facilities Management	JOB TYPE: Full Time, Classified	PROBATION PERIOD: 180
BARGAINING UNIT: Non-Bargaining	PAY GRADE: N17	POSITION CONTROL #: 032300
POSITION LOCATION: 373 S. High St., Lobby Level, Columbus, OH 43215	TYPICAL WORK SCHEDULE: Monday – Friday 7:30 AM – 4:30 PM	SUPERVISOR (PCN): Deputy Director, Support Services & Finance (032000)
JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:		
Receptionist (032201)	Support Service Clerk (032202, 032203)	Telephone Operator (032204)

CLASSIFICATION PURPOSE:

The primary purpose of the Support Services/Sustainability Manager classification is to oversee, supervise and direct the activities of assigned staff of the Sustainability section. Coordinate work schedules and ensures office and furniture moves both internally and externally are completed on time and in accordance with stated specifications. Manage the county’s surplus property reuse, recycle, and disposal programs and oversees front-office staff operations.

JOB DUTIES:

Supervise assigned employees by assigning and overseeing workflow in the pickup and delivery of surplus and salvage property, the delivery of supplies and the operation of the dock area at the FCOT. Create, monitor, and close work orders for staff. Submit weekly work order labor reports in Archibus. Prepare performance appraisals and counsels on performance issues, disciplinary actions, approves leave requests, signs time cards, manages schedules, participates in the hiring process, and conducts training. Request and manage purchase orders for Program Needs and Public Facilities Management office supplies. Assist with budgeting. Fill in as needed during breaks and when employees are utilizing leave.

Maintain a database for all machinery, tools, equipment, and furniture (MTEF) inventory throughout the year. Coordinate and direct the Department’s annual inventory of materials and supplies. Adds and deletes inventory on a continuous basis as needed. Filter and sorts data at the end of the year to provide comparison inventory to Building Managers, Supervisors, and Foremen. Receive updated or corrected lists and corrects records in the database. Prepare annual report on said inventory and submits to the Auditor’s office. Assign asset numbers and tags to all incoming equipment for Public Facilities Management. Complete paperwork, where appropriate, and submits to County Auditor for assets identified in the policies and procedures from the County Auditor.

Annually prepares consumable inventory report for PFM for County Auditor. Sends timetable of inventory counts. Distribute inventory excel forms to Building Managers, Supervisors, and Foreman. Gather and compile information into report. Prepare a total cost of all consumable products on hand.

Maintain and assist Auditor’s Office with fixed asset inventory (e.g., maintains a database for all fixed assets assigned by Auditor to PFM and updates as needed; files annual inventory with the County Auditor; arranges to visit and verifies equipment with the Auditor’s Office as required and assists with tagging new capital equipment items, etc.).

Maintain current County building directories and elevator audio announcements. Work with graphics staff to ensure up to date in-house produced signage. Works with signage vendors to purchase wayfinding signage as needed and when appropriate. Assists with wayfinding projects as they arise. Oversees pool car fleet and public facilities management vehicles. Serve as liaison between public facilities management and food service vendor.

Oversee scheduling of meeting rooms in Archibus system and handles customer needs relating to large meetings such as those requested by the Board of Commissioners, mock trials, and other County events. Approve all meeting requests booked by others.

Oversee and provide direction on department records retention program. Stay current regarding changes to County policy.

Responsible for internet auctioning (e.g., determines suitability of items for auction; views items and researches information as to age, operating condition, original cost, use, etc.; prepares a resolution for Commissioners’ approval to internet auction; determines the Agency to receive revenue credit; photographs items and uploads; prepares auction on GovDeals auction site; determines minimum bids, reserve bids, increments, and auction dates; schedules a pre-determined walk through or holds site visits as requested; answers all questions, e-

mails, or phone calls; after auction ends, works with buyer to schedule and facilitate pickup of items.)

Responsible for planning, scheduling, and coordinating all aspects of agency moves. Act as a liaison between agencies, PFM personnel, and vendors for the safe and timely movement and installation of furniture, telephones, computer systems, and equipment. Maintain contact with all parties following a move to ensure that all open items are scheduled and completed.

Receive, inspect, maintain records, oversee the storage, and reassigns surplus property to county agencies. Prepare asset additions, deletions, and transfers. Verify accuracy of the information on the County Auditor's Inventory roster. Plan and coordinate county auction of surplus property. Coordinate the disposal of salvage furniture and equipment, including IT equipment recycling. Manage the inventory control function for Public Facilities Management. Maintains virtual showroom. Speak to agencies requesting furniture. Determine best use of stock on hand. Measures items and creates layout, if necessary. Schedule delivery by staff or contracts with professional movers and supervises the move.

Responsible for Sustainable Projects Planning and Management (e.g., determines needs; conducts research; compiles information; sets time tables; sets budget and implements project; records and evaluates quantitative results; etc.).

Responsible for Sustainability Reporting for MFR and budgeting purposes (e.g., gathers quantitative data of weights and frequency of disposal of recyclable items; logs all information; sorts and analyzes information monthly to obtain totals that can be transformed into greenhouse gas measurements and understandable equivalencies, etc.).

Support Executive staff in the distribution of various types of communications. Prepare resolutions. Update group phones lists and e-mail addresses ensuring that it is current. Responsible for ensuring that the Public Facilities Management portal directory and phone list is current. Maintain files. Approve bulletin board postings.

Attend meetings and serves on committees, as directed; attends training and seminars, as directed. Represent County Commissioners on MORPC's Sustainable2050 committee and prepares or delivers reports of the County's sustainable initiatives.

Work with the Data Center to prepare portal slide announcements or create announcements. Make changes as required on PFM's website and portal site. 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 inventory control; employee training and development; supervision; safety practices; agency policy and procedures. Skill in word processing; equipment operation. Ability to deal with problems involving several variables in familiar context; recognize safety warnings; maintain accurate records; establish friendly atmosphere as supervisor of work area; develop good rapport with management, staff, and the general public.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Any equivalent combination of relevant training and experience including but not limited to: Associate's degree in business or related field with three (3) years of inventory 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 or discharge of other employees, to act on employee problems, and to recommend and approve the transfer or promotion 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