

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.

2. Employee's Name (Last, First, M.I.)	8. Department/Agency TECH, MGMT AND BUDGET - MB
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) State Facilities Administration
4. Civil Service Position Code Description Departmental Specialist-2	10. Division Real Estate
5. Working Title (What the agency calls the position) Interior Design Contracts Administrator	11. Section Space Coordination
6. Name and Position Code Description of Direct Supervisor MYERS, CURT M; STATE ADMINISTRATIVE MANAGER-1	12. Unit
7. Name and Position Code Description of Second Level Supervisor FEHRENBACH, THOMAS J; STATE OFFICE ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 3111 W. St. Joseph St. Lansing, MI 48917 / 8:00am – 5:00pm; Monday-Friday or variation

14. General Summary of Function/Purpose of Position

This specialist functions as the State Contracts Administrator who, in partnership with the Procurement Office of the Department of Technology, Management & Budget, specializes in developing, maintaining, and overseeing contracts and procurements of interior design products necessary to serve the State of Michigan workforce throughout the state-owned portfolio of over 6 million square feet of space. The Specialist will be responsible for ensuring that a vast array of products and materials, aligned with the anticipated needs of various agency partners, are available via competitively-bid contracts, finding the best value for the State of Michigan. Thousands of products are under the purview of the Specialist including but are not limited to Modular Systems Furniture, General Office Seating, Carpet & Resilient Flooring, and other interior amenities and furnishings. In addition to the contracts management specialty, this position provides technical, and operational training to section staff for architectural projects that are designed and constructed in compliance with state and federal codes, laws, and rules. This position will develop, design and complete planning documentation in accordance with the ADA standards for accessible design for agency requested changes and/or modifications to facilities and modular furniture. This position completes all project objectives and project schedules with key milestones identified. It will also provide rapid response to the critical needs of Attorney General Office and the Department of Treasury. This position performs analyses, develops operational/functional plans and professional quality presentations while utilizing advanced technological methods.

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary:

Percentage: 60

State Contract Administration / Education & Training

Individual tasks related to the duty:

- Act as program manager for three mandatory state-wide contracts including Modular Systems Furniture, General Office Seating, and Carpet & Resilient Flooring.
- Perform as contract specialist on all contract terms and conditions.
- Monitor contract purchasing and specialty requests through required quarterly reporting, and Delivery Order submittals, to determine need for additions and new offerings.
- Function as a liaison with DMTB Central Procurement for RFP preparation, Joint Evaluation Committee direction, Contract Change Notice review, and option year extensions.
- Daily review of Delivery Order (DO) requests in SIGMA.
- Thorough review of agency purchases noting compliance to correct contracts used and overall contract terms. Initiate enforcement and educate when necessary.
- Review off-contract and Reasonable Accommodations (RA) requests for process compliance with contract terms.
- Determine product offerings that can be extended to MiDeal customers through the Modular Systems Furniture, General Office Seating, and Carpet & Resilient Flooring contracts. Respond to MiDeal inquiries through both internal and external processes.
- Develop agendas and conduct quarterly agency partnership meetings with each contract vendor making sure updated communication is taking place and agency concerns are being noted and addressed.
- Lead quarterly one-on-one touchpoint meetings with each contract vendor representative for proactive courses of action.
- Act as main point of contact in program manager role to strengthen and maintain a positive dealership relationship.
- Respond to customer/state department/agency related issues and complaints.
- Act as key contact for three mandatory state-wide contracts and their activities conducted by all state departments.
- Conduct contract sales report review and analysis. Determine which categories/products are procured most and least and make adjustments that add overall value to contract customers.
- Education and training of section staff on space planning and design concepts, software, and processes.
- Research code and best practices of industry standards and train section staff accordingly to maintain compliance.

Duty 2

General Summary:

Percentage: 35

Facilities Interior Design / Space Planning / Project Management

Individual tasks related to the duty:

- Develop, design and complete modular planning documentation in accordance with the ADA standards for accessible design for construction, and/or modification for agency requests.
- Determine project objectives, planning factors, and project schedules with key milestones, and the critical paths identified.
- Coordinate Real Property actions in support of modular planning efforts with the direct support of the on-site agency coordinators.
- Develop and coordinate proposed and final layouts and/or elevations, site/location plans, utility systems components, budget and economic analysis, space utilization studies, business case analyses, life-cycle-cost analyses, and mission requirements.
- Assemble and assess viable and non-viable alternatives by providing detailed supporting rationale, in narrative and graphic form, resulting in the selection of a recommend course of action.
- Develop space utilization studies, basic facilities requirements, and facility use investigations as decision making tools for personnel and resource allocation.
- Investigate sites to determine feasibility of proposed new construction projects, and site data for additions of renovations, environmental impact, condition assessments of existing structures, and other pertinent data.
- Facilitate meetings, preparation, and delivery of high-level formal presentations.
- Establish budget tracking system for managed projects.
- Process payment requests during the various phases of construction on the project.
- Contact and schedule movers to relocate files, supplies, and office equipment. Provide follow up to assure all aspects of the relocation or remodeling are completed.

Duty 3

Perform other duties as assigned by Manager and Division / Office Directors.

Individual tasks related to the duty:

- Special Assignments related to but not limited to the offices within the assigned area(s).
- Draft correspondence as needed and prepare presentations for leadership and agency education.
- Represent Section in select specialty meetings.
- Prepare payments to contractors.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

Decisions related to finding the best value and ensuring fair processes for contract administration involving high-value contracts, thousands of products, and multiple competing offers affecting the State's ability to provide needed products and materials to ensure that State employees have functional workspaces, while also maintaining the reputation of the State as a good business partner. Informed decision-making on which products to procure, what information is relevant, and which best practices, software, and programming should be incorporated into training modules. Independent relationship management with State Agencies, vendor-partners, and staff trainees to affect positive relationships, good customer service, and support employee engagement.

17. Describe the types of decisions that require the supervisor's review.

Division Manager will be consulted for requests for spending State funds above determined limits.

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Physical Activities: Computer Operations (50%) of the time; Site Visitation during construction (30%) of the time; Meetings with Client Agencies (20%) of the time.
Conditions/Hazards: Computer Operations - eye and hand fatigue; Site Visitation - mostly interior work but following MIOSHA standards for protection; Meetings - Interior office meeting rooms, no real hazards.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- | | |
|---|--|
| <input type="checkbox"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work. |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work. |
| <input type="checkbox"/> Approve leave requests. | <input type="checkbox"/> Review work. |
| <input type="checkbox"/> Approve time and attendance. | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand. | <input type="checkbox"/> Train employees in the work. |

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes.

23. What are the essential functions of this position?

Contract administration. Developing, maintaining, and monitoring multiple and complex contracts related to procuring interior design products necessary for use in creating and/or modifying workspaces for State employees. Maintain working knowledge of an array of existing and new products, while also fostering relationships with multiple vendor partners. Modular space planning and programming for state agencies in DTMB owned and managed space. Detailed knowledge of Space Coordination & Design concepts, principles, and processes. Ability to train professional staff on all contract terms and conditions, technical software, and detailed processes related to interior design projects that serve the State workforce. Project management to coordinate the modular design and construction process, monitoring the project from bidding to construction, including scheduling and communication with client. Monitor project component orders and deliveries to ensure compliance with established timetables. Keep clients informed of schedule changes and follow up to determine project completion and subsequent close out.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

This position has grown to the specialist 13 level as this position has added complexity in the area of contract administration. There are no other positions in the division that has this scope of responsibility. This specialist is now responsible for overseeing and managing all facets of state contracts administered by the SCD (State Contract Development) section, with a specific focus on the three major contracts related to Modular Systems Furniture, General Office Seating, and Carpet & Resilient Flooring. This includes comprehensive administration of these contracts, ensuring they are executed in alignment with state requirements and performance standards. This involves the meticulous monitoring of contract compliance, managing vendor relationships, and addressing any issues or adjustments needed to optimize contract performance.

25. What is the function of the work area and how does this position fit into that function?

The Space Coordination Section is responsible for limited scope construction projects, interior design, and project management of department-initiated requests for all State owned and operated buildings. Staff provide support to Project Directors, Facility Personnel, and assist agencies with interior office construction and renovation.

This position is responsible for contract administration of statewide contracts utilized by departments for Systems Furniture, Seating, and Flooring needs. This position will coordinate educational and training efforts as it relates to contract requirements and other technical training for internal design staff, as well as all agency contacts that utilize the mandated state contracts. In addition, this position will assist in the interior design/project management for short-and-long term space planning in State of Michigan owned and leased facilities.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Possession of a bachelor's degree in any major.

EXPERIENCE:

Departmental Specialist 13 - 15

Four years of professional experience, including two years equivalent to the experienced (P11) level or one year equivalent to the advanced (12) level.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of DTMB Purchasing/ procurement protocols, contracts administration, and interior design products
- Knowledge of function and operation of AutoCAD in the design and office layout of DTMB Office space.
- Knowledge of interior design and space programming.
- Knowledge of modular systems furniture, general office seating, and commercial flooring.
- Ability to conduct inspections of property and analyze findings.
- Knowledge of the principles, practices, and techniques of facility and project management.
- Creative with a special attention to detail.
- Experience with modular systems furniture, general office seating, commercial flooring, State processes for projects, AutoCAD and Project Spec software are also highly desirable.

CERTIFICATES, LICENSES, REGISTRATIONS:

Certificates in Interior Design are preferred and highly desired.

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.

N/A

I certify that the entries on these pages are accurate and complete.

MICHAELA FABUS-MAIN

9/18/2024

Appointing Authority

Date

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee

Date