



Oklahoma Department of Central Services

Recruitment Announcement

Announcement No: 12-41
Position Name: Administrative Officer
Position Number: 58000448
Position Code/Level: 4903
Pay Band: 0
Hiring Rate: 3333.33-5000.00
Number of Vacancies: 1
Location: Will Rogers Bldg, 2401 N Lincoln Blvd, OKC
Applicant Source: All Sources
Beginning Date: 03/29/2012
Ending Date: 04/12/2012 at the end of business

Major Work Duties:

CAP/Leasing: Working title Chief Planner. Performs and manages complex and sensitive professional planning projects, research and analysis. Considerable knowledge of the principles, practices and techniques of master planning and the strategic planning process. Ability to effectively use computer technology in the preparation of studies, reports, maps and presentations including proficiency in GIS analysis and mapping, power point, word processing, and spreadsheets. Develops planning and process models facility surveys, benchmarking, project requests, long-range planning and annual capital plans for state government. Provides overall management of division-related planning issues. Advises the Director of Planning and Asset Management on all planning-related matters. Evaluates operations and activities of assigned responsibilities. Prepares reports on operations and activities, recommending improvements and modifications.

Probationary or trial period will be required, if applicable.**Education & Experience**

Bachelor or advance degree in planning or a closely related field.

Three-five years experience in a planning related profession. Additional consideration will be given to applicants with direct experience in strategic facility planning.

AICP (American Institute of Certified Planners) Certification is a plus.

Method of Application:

Permanent classified employees including those having reinstatement rights wishing to be considered for this position must submit the following:

- A cover letter that provides the title of the position as shown above, job announcement number, mailing address, email address, daytime phone number, current job classification and class code.
- A completed Office of Personnel Management Personal Data Summary Sheet (OPM-4B)
- A resume (with references)
- A copy of the most recent Performance Management Process (PMP) evaluation must be available upon request

Applicants who have no previous classified service, are in the unclassified status OR are in probationary status, must apply through the Office of Personnel Management OKCAREERS on-line applicant system (www.opm.ok.gov)

NOTE: If this posting is for an unclassified position, applicants may submit a resume in lieu of the "Personal Data Summary Sheet" (OPM-4B)

Send to: Department of Central Services, Attn: Human Resources, P.O. Box 53218, Oklahoma City, OK 73152-3218 or Fax (405) 521-2794 or dcs-hr@dcs.state.ok.us