

PROGRAM SPECIALIST (OFFICE SPACE MANAGEMENT)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, the incumbent is responsible for conducting studies to determine office space and layout needs and development plans for the allocation, distribution and most efficient utilization of available space in County occupied buildings. Work involves establishing good working relationships with high-level departmental management personnel to coordinate their overall office needs with available resources in the most efficient manner, and to ensure a smooth transition into newly arranged office facilities. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Confers with departmental representatives to obtain data on current office space and furniture allocation, and works with them to determine short and long-range problems and their solutions;

Develops office layout plans showing current and proposed space utilization;

Prepares sketches, drawings, and other graphic material portraying space-planning concepts;

Secures appropriate approvals, prepares specifications, and requisitions new furniture and office equipment;

Assists in the establishment of standards and specifications for office furniture, and coordinates same with Bureau of Purchase and Supply and the Department of Public Works;

Receives and inspects the delivery of new office furniture and ensures conformance to order and specification;

Follows up with furniture manufacturers to ensure correct order, shipment, and delivery date;

Assists in arranging moves for planned office relocations to ensure a smooth transition;

Inspects old furniture and makes recommendations to the Purchasing Agent regarding its reusability or disposal;

Participates in the inventory of office furniture and equipment;

Prepares cost projections, time schedules, progress reports and other reports related to the management of office space and the utilization thereof;

Maintains records and files of completed work and work in progress;

Assists in purchasing office furniture and equipment.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the practices and procedures used in the management and utilization of office space; familiarity with the laws relating to public purchasing in Westchester County; familiarity with accepted business practices in dealing with office furniture and equipment suppliers; ability to plan, analyze and develop office space utilization plans; ability to work cooperatively with departmental representatives at all levels; ability to deal with salesmen and production managers; ability to translate needs into a viable, cost-effective space management program, both short and long-range; ability to draw sketches and diagrams of office layouts; good judgment; initiative; resourcefulness; tact; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* and three years of administrative or consultative management experience, one of which must have involved either office support services, office management, space layout, buying or industrial engineering.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.