**Rationale**

This document is a visualization of the information contained in the Position Purpose of the official job description. This document both shows my workflow but my rationale as to my 90-day plan.

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| **Color Key** | |
| **Color** | **Meaning** |
| Green | Task will be achievable immediately or with little additional time. |
| Yellow | Task can be started right away, however, will need input from agency resources and time to analyze information to construct proper plans. |
| Blue | Will be started right away but will require time, data analysis and specialized planning to complete. |
| Grey | Indicates a heading with more specifics below |

**Position purpose**

* **Position Assist the facilities manager by**
  + Assist facilities manager Optimize and manage agencies
    - Cellular devices
    - Teleconferencing technology
    - AV Equipment
  + Advise facilities manager on broad range of issues related to
    - Life cycle replacement
    - Budget
    - Acquisition
    - Utilization
    - Vendor and contract management
    - Customer and technology support
  + First line technical assistance and support to agency staff
  + Work closely with MNIT and vendors to
    - Troubleshoot and diagnose issues with operation of devices and equipment
  + Assist with managing AV equipment
    - Needs and set up
    - Technical support both internal and offsite meetings including but not limited to
      * + Public meetings
        + Division meetings
        + Conferences
        + Retreats
        + Trainings
        + Stakeholder meetings
* **Specific responsibilities include**
  + Vendor and contract management
  + Acquisition of equipment
  + Providing technical assistance/training to users
  + Troubleshooting problems with agency
    - * Mobile/cellular devices
      * Teleconferencing equipment
      * AV equipment
  + Position develops and manages
    - Internal databases
    - Prepares and monitors annual budget and spending plans
    - Collects and reports on a variety of data including
      * Utilization
      * Expenditures
      * Technology lifecycle replacement
      * Service issues
* **The incumbent is responsible for** (since is no incumbent I will be responsible for)
  + Developing, implementing, and maintaining related polices and procedures in the assigned program operations
  + Provide training and/or technical assistance across the agency
  + Coordination and completion of other agency-wide facilities management projects and initiatives
  + Exercises considerable authority and accountability to
    - * Acquire and allocate agency resources
      * Has influence, authority, and accountability across the agency