



The Capitol Square Review and Advisory Board, the organization that oversees the operations, security and historic preservation of the Ohio Statehouse, its art and artifacts, is seeking an Executive Director.

Applicants must submit a resume and cover letter by 5 p.m., September 23, 2024, to director_opening@ohiostatehouse.org, or by mail to:

Chairman Scott Oelslager
Capitol Square Review and Advisory Board,
Ohio Statehouse
1 Capitol Square
Columbus, OH 43215.

Please include current salary range or salary requirement in addition to previous employment and experience.

Job Duties: The Executive Director reports directly to the 12-member Capitol Square Review and Advisory Board. The Director will show a clear dedication to the Ohio Statehouse as well as a strong desire to manage the preservation of the complex. He or she will demonstrate an understanding of: the Ohio Revised Code and Ohio Administrative Code regarding the Capitol Square Review and Advisory Board; working for a legislative agency; familiarity with the Joint Committee on Agency Rule Review (JCARR); understanding of the legislative and executive branches of government; utilizing the state fiscal process to create a budget as well as preparing, submitting, and defending the agency budget and capital budget before the legislature; familiarity with MyOhio (OAKS); submissions to the Controlling Board; building/maintaining relationships with key legislative and executive branch leaders; and showing excellent leadership, management, organization and communication skills with the many stakeholders of this agency.

The Executive Director is responsible for the oversight of the following departments: Maintenance, Grounds, Custodial, Garage, Museum/Education, Special Events, Museum Shop, Administration, Security/Safety, Human Resources, Legal, and Communications.

Responsibilities include: having 24/7 availability, if needed, to respond to building emergencies; signing purchase orders; signing all contracts; negotiating with vendors and

CAPITOL SQUARE REVIEW & ADVISORY BOARD

Laura P. Battocletti
Executive Director

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contractors; communicating with House and Senate Clerks, particularly about issues dealing with the Chambers, committee rooms and office spaces; working closely with the Ohio State Highway Patrol to ensure the safety of Capitol Square; conducting quarterly Board meetings; coordinating office moves and the hanging of art in members' offices; submitting all rules and rule changes with JCARR; submitting requests to the Controlling Board for Director's Sign-off for the release of funds; working with community leaders regarding the activity of Capitol Square; serving as an ex officio member of the Capitol Square Foundation and the Ohio History Connection; serving as a member of the Women's Suffrage Monument Committee; and other duties as assigned.

Worker Characteristics Requirements: The Executive Director must have knowledge of managerial principles/techniques, public relations, and supervisory principles/techniques. The Director must also have the ability to deal with many variables and determine a specific action; gather, collate, and classify information about data, people or things; and prepare and deliver speeches before specialized audiences and the general public.

Knowledge, Skills and Abilities: The Executive Director must have knowledge of (1) budgeting; (2) management; (3) supervision principles; (4) public relations; (5) state and legislative government structure and processes; and (6) building management business practices (e.g., capital project planning, maintenance and inventory control). The director must have skills in the use of computer and associated software (e.g., Microsoft Office, OAKS, myOhio.gov, various agency software). The director must also have the ability to (1) define problems, collect data, establish facts, draw valid conclusions and initiate solutions; (2) interpret a variety of laws and regulations; (3) prepare original correspondence and speeches on behalf of the agency; (4) prepare meaningful, concise and accurate reports; (5) deal with many variables and determine specific actions; (6) handle sensitive inquiries from and contacts with officials and the general public; and (7) establish a friendly atmosphere as a manager.