

# POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY  
Department of Administrative Services

DIVISION OR INSTITUTION  
General Services

UNIT OR OFFICE  
State Printing

POSITION CONTROL NUMBER  
13517.0

CLASS TITLE  
Management Analyst Supervisor 1

CLASS NUMBER  
63215

State Agency     County Agency     New Position     Change

County of Employment  
Franklin

USUAL WORKING TITLE OF POSITION  
In-House Publishing Satellite Manager

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR  
13000.0 State Printing Standards Administrator

NORMAL WORKING HOURS (Explain unusual or rotating shift)  
7:30 a.m. - 4:30 p.m.

### JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
50	Plans, develops & organizes all activities of In-House Publishing's satellite copy centers located throughout Central Ohio & staffed/equipped to provide convenient quick copy needs of state government. Develops & implements policies & procedures for satellite copy centers. Establishes job priorities & determines proper production & procurement method for each order in accordance with Ohio Revised Code & established policies. Meets with bureau chiefs, Deputy Directors & Assistant Directors from all state agencies to solve problems & develop agency service plans for quick copy needs. Schedules agency services & assists agency personnel with preparation of printing specifications. Responds to agency inquiries regarding cost of services & resolves billing discrepancies. Supervises large staff of Print Machine Operators. Conducts staff meetings; provides training; teaches printing techniques & skills; prepares position descriptions; recruits new staff; determines classifications; approves leave; sets standards for evaluation & performs annual reviews; provides employee training & discipline.	Knowledge of (1) State Printing's policies & procedures*; (2) Ohio Revised Code, Sections 125.31 through 125.76;* (3) program management; (4) production equipment capabilities; (5) supervision techniques; (6) employee training & development; (7) customer service techniques. Skill in (8) operation of personal computer & associated hardware/software (e.g., MS Office & All-In-One); (9) state printing equipment & software. Ability to (10) develop & implement policies & procedures; (11) define problems, collect data, establish facts, draw valid conclusions & initiate solutions; (12) answer inquiries from officials & general public; (13) prepare accurate print cost estimates.
20	Maintains computerized job tracking & charge-back system (e.g., Central Accounting System-CAS) for satellite centers. Tracks customer orders through production process; generates reports regarding production by location, employee & equipment usage; creates ISTV's from system reports to collect agency funds for copy center services provided. Directs & monitors staff to update system on a daily basis. Diagnoses equipment problems.	Knowledge of 1, 2, 4, 5, 7, (14) state accounting system (e.g., CAS) codes & functions; (15) accounting principles relating to job costing & charge backs. Skill in 8 Ability to 10, 11, 12, (16) generate concise, accurate reports.  *developed after employment

List Position Numbers and Class Titles of Positions Directly Supervised:

- 13501.0 Print Machine Opr      13540.0 Print Machine Opr
- 13508.0 Print Machine Opr      13542.0 Print Machine Opr
- 13510.0 Print Machine Opr      13310.0 Storekeeper Supervisor
- 13512.0 Print Machine Opr      13500.0 Printing Machine Supervisor
- 13536.0 Print Machine Opr      13504.0 Printing Machines Supervisor
- 13538.0 Print Machine Opr

SIGNATURE OF AGENCY REPRESENTATIVE

*Richard M. Hickman* 07/29/03

DATE

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AGENCY Department of Administrative Services
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UNIT OR OFFICE State Printing

POSITION CONTROL NUMBER 13517.0	<input checked="" type="checkbox"/> State Agency <input type="checkbox"/> County Agency <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Change	County of Employment Franklin
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USUAL WORKING TITLE OF POSITION In-House Publishing Satellite Manager	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 13000.0 State Printing Standards Administrator
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NORMAL WORKING HOURS (Explain unusual or rotating shift) 7:30 a.m. - 4:30 p.m.	Page 2 of 2
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### JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
20	Prepares & projects annual supply needs for satellite centers. Researches, reviews & negotiates equipment term contracts & maintenance agreements for numerous categories of supplies, services & equipment to operate satellite copy centers. Provides detailed information to allow creation of encumbrances for purchasing supply items. Orders supply items, verifies delivery of goods & approves invoices for payment. Researches detailed technological information about offset & xerographic equipment. Determines production equipment needs to continue developing growth in production. Plans & administers production center budget.	Knowledge of 1, 2, 4, 5, 7, (17) public procurement policies & rules;*; (18) current printing equipment technology; (19) biennial budget development process; (20) inventory control. Skill in 8, 9 Ability to 11, 12, 13, (21) understand, interpret & negotiate contracts; (22) use proper research methods in gathering data.
10	Ensures compliance by interpreting & applying a variety of laws, rules & directives related to public printing. Prepares correspondence, reports, budgets, special projects.	Knowledge of 1, 2, 3, 7, 16, 17, 18 Skill in 8, 9 Ability to 11, 12, 21, 22

\*developed after employment

This position is overtime exempt.

CLASS TITLE  
Management Analyst Supervisor I  
CLASS NUMBER  
63215

List Position Numbers and Class Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
13501.0 Print Machine Opr    13540.0 Print Machine Opr 13508.0 Print Machine Opr    13542.0 Print Machine Opr 13510.0 Print Machine Opr    13310.0 Storekeeper Supervisor 13512.0 Print Machine Opr    13500.0 Printing Machine Supervisor 13536.0 Print Machine Opr    13504.0 Printing Machines Supervisor 13538.0 Print Machine Opr	<i>Richard M. Hickman</i>	072903