100-100U

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS105720

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
General Services Division	State Printing & Mail Services	Franklin

POSITION NUMBER 20005570

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☒ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: State Printing Administrator

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: 20005495 Deputy Director 6

☒ Permanent ☐ Temporary ☐ Intermittent

☒ Classified ☐ Unclassified ☒ Essential

Overtime: ☐ Eligible ☒ Exempt

If FLSA Exempt, exemption type: Administrative

Bargaining Unit 22

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 7:30AM TO: 4:30PM

JOB CODE TITLE: State Printing Standards Administrator

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
30	Manages all aspects of Office of State Printing, providing leadership advice on all issues related to printing, publishing, fulfillment, & mail services: directs a management team of senor staff in areas of print production, copy centers, fulfillment, printing procurement mail pre-sorting & central metering, inter-agency mail, customer service & technology; oversees forms distribution & information management.	Knowledge of (1) management; (2) labor relations; (3) work force development; (4) supervision; (5) human relations; (6) ORC Laws; (7) office management; (8) interviewing. Skill in (9) operation of a personal computer, associated software/hardware (e.g., MS Word, Excel). Ability to (10) understand somewhat abstract field of printing; (11) deal with non-verbal symbols in formulas, equations or graphs; (12) deal with problems involving several variables in familiar context; (13) define problems, collect data, establish facts & draw valid conclusion; (14) handle sensitive inquires from contracts with officials & general public.
20	Meets with state officials, legislators & contractors to develop policies, procedures & practices that promote efficient printing support to state government.	Knowledge of 1, 2, 3, 5, 6. *developed after employment.

JOB CODE 52747

List Position Numbers & Job Titles of Positions Directly Supervised:

20005571 Management Analyst Supervisor 1
20072938 Administrative Officer 3
20073296 Administrative Assistant 2

SIGNATURE OF AGENCY REPRESENTATIVE: Jeffrey Westhoven/ca

DATE: 9/30/10

Appl 10.22.10 ca

100-100U

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS105720

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
General Services Division	State Printing & Mail Services	Franklin

POSITION NUMBER 20005570

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☒ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
State Printing Administrator	20005495 Deputy Director 6

☒ Permanent ☐ Temporary ☐ Intermittent

☒ Classified ☐ Unclassified ☒ Essential

Overtime: ☐ Eligible ☒ Exempt

If FLSA Exempt, exemption type: Administrative

Bargaining Unit 22

Page 2 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 7:30AM TO: 4:30PM

JOB CODE TITLE State Printing Standards Administrator

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
20	Administers a procurement system based on competitive selection & compliance with Ohio Revised Code & Administrative Rules: includes preparation of specifications, terms & conditions, advertising, bid distribution, bid openings, evaluation & award; oversees operation of a vendor compliance program.	Knowledge of 1, 3, 4, 5, 6. Skill in 9 Ability to 10, 11, 12, 13, 14, (15) work alone on most tasks; (16) cooperate with co-workers on group projects; (17) establish friendly atmosphere as division or large section chief.
20	Administers overall operation of in-house publishing & on-site copy centers at various sites: oversees in-house design & technology center, including digital communications among customers, contractors & State Printing.	Knowledge of 1, 3, 4, 6, 7. Skill in 9 Ability to 10, 11, 12, 13, 14.
5	Manages organizational budget & human resource alignment: provides fiscal & billing data for rate development.	Knowledge of 1, 7, (18) budgeting Ability to 12, 13
3	Oversees copier management program for high-speed xerographic duplicators & other printing equipment.	Knowledge of 7 Skill in (19) originates instructions & specifications concerning proper uses of machinery.
2	Ensures all ORC printing requirements, applicable administrative rules & EEO requirements comply with DAS Directives.	Knowledge of 6, (20) EEO Laws
	This position is overtime exempt.	*developed after employment

JOB CODE 52747

List Position Numbers & Job Titles of Positions Directly Supervised:

20005571 Management Analyst Supervisor 1
20072938 Administrative Officer 3
20073296 Administrative Assistant 2

SIGNATURE OF AGENCY REPRESENTATIVE: Jeffrey Westhoven/cc

DATE: 9/30/10

Appl 10.22.10