

POSITION DESCRIPTION		AGENCY/DEPT ID DAS105720
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE State Printing & Mail Services	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005570 JOB CODE TITLE State Printing & Standards Administrator JOB CODE 52747	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input checked="" type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION State Printing Administrator		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR See Table of Organization	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input type="checkbox"/> Classified <input checked="" type="checkbox"/> Unclassified <input checked="" type="checkbox"/> Essential	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type: Administrative	Bargaining Unit 22 Page 1 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 7:30AM TO: 4:30PM Report in location subject to change.			
	JOB DESCRIPTION AND WORKER CHARACTERISTICS			
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities		
55	Administers operations of Office of State Printing, providing leadership advice on issues related to printing, publishing, fulfillment, procurement & mail services: oversees management staff in areas of print production, copy centers, fulfillment, printing procurement, mail presorting & central metering, inter-agency mail, customer service & technology, forms distribution & information management; approves & signs contracts & related amendments for printed materials; manages organizational budget & human resource alignment: provides fiscal & billing data for rate development; meets with state officials, legislators & contractors to develop policies, procedures & practices that promote efficient printing support to state government.	Knowledge of (1) management; (2) labor relations; (3) work force development; (4) supervision; (5) human relations; (6) ORC Laws; (7) office management; (8) interviewing; (9) budgeting Skill in (10) operation of a personal computer, associated software/hardware (e.g., MS Word, Excel). Ability to (11) understand somewhat abstract field of printing; (12) deal with non-verbal symbols in formulas, equations or graphs; (13) deal with problems involving several variables in familiar context; (14) define problems, collect data, establish facts & draw valid conclusion; (15) handle sensitive inquires from contracts with officials & general public.		
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 10 Ability to 11, 12, 13, 14, 15, (16) work alone on most tasks; (17) cooperate with co-workers on group projects; (18) establish friendly atmosphere as division or large section chief.		
		*developed after employment.		
List Position Numbers & Job Titles of Positions Directly Supervised: See Table of Organization		SIGNATURE OF AGENCY REPRESENTATIVE <i>Randall Howard/ce</i>	DATE 5/29/13	

apd 5-21-13 cl

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JOB DESCRIPTION AND WORKER CHARACTERISTICS				
JOB CODE TITLE State Printing & Standards Administrator	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
	25	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; oversees copier management program for high-speed xerographic duplicators & other printing equipment; ensures all ORC printing requirements, applicable administrative rules & EEO requirements comply with DAS Directives.	Knowledge of 1, 3, 4, 6, 7, 9, (19) EEO Laws Skill in 10 Ability to 11, 12, 13, 14, 15, (20) originates instructions & specifications concerning proper uses of machinery.	
			*developed after employment	
JOB CODE 52747	List Position Numbers & Job Titles of Positions Directly Supervised: See Table of Organization		SIGNATURE OF AGENCY REPRESENTATIVE <i>Randall Howard/ee</i>	
			DATE <i>5/29/13</i>	

apd 5-31-13 el