

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

POSITION NUMBER 20005571	<input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/>	
			Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION CPC Program Manager/ Account Clerk Supervisor		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 checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input type="checkbox"/> Essential	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type: Administrative	Bargaining Unit 22 Page 2 of 2
NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00AM TO: 5:00PM Report in location subject to change				
JOB DESCRIPTION AND WORKER CHARACTERISTICS				
%	Job Duties in Order of Importance		Knowledge, Skills & Abilities	
	allotments; writes justification to move funds as needed; manages commercial copy purchases & reports for State Printing; confirms correct contract pricing for one-time bids & term contracts; assists in OAKS vendor compliance; ensures prompt pay compliance; analyzes waiver justification (e.g., cost analysis, provide guidance to agency & educate on services); oversees State Printing Internet Site; answers complex &/or confidential correspondence; researches & resolves assigned policy & operational issues; plans, writes & implements unit goals; formulates & implements policies pertaining to fiscal operations of section; establishes procedures to guide analysis of fiscal operations (e.g., plans, directs, & coordinates activities of accounting staff in examination of data).			
15	Analyzes & evaluates programs, procedures & policies: directs preparation of routine & special reports (e.g., Bid Cost Savings, Production Costs, Equipment Costs, Cost-Per-Copy, Spoilage); analyzes data; provides technical advice on cost analysis & fiscal allocation to aid Administrator in decision-making; recommends changes to internal operations, policies & procedures based on analyses conducted.		Knowledge of 1, 2, 3, 4, 5, 9* Skill in 10 Ability to 11, 12, 13, 14, 15, 16, 17, 20	
15	Participates in meetings relative to fiscal matters & section, & conveys relevant information: attends budget analysis & vendor meetings resolve problems; attends senior staff meetings in absence of Administrator; communicates with appropriate stakeholders regarding printing issues, billing problems & correct coding for encumbrances & purchase orders; prepares associated correspondence, as needed; responds to inquiries & complaints regarding print issues with state agencies; other duties as assigned.		Knowledge of 1, 2, 3, 7, 8 Skill in 10 Ability to 11, 12, 13, 14, 15, 16, 17	
List Position Numbers & Job Titles of Positions Directly Supervised: See Table of Organization		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 9/23 2013	

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