

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS/DAS105000

DIVISION OR INSTITUTION
General Services Division

UNIT OR OFFICE
State Printing & Mail Services

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20005579

Reclassification New Position Update Position Hyperlinked to 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

Permanent
 Temporary
 Intermittent

Classified
 Unclassified
 Essential

Overtime: Eligible Exempt
If FLSA Exempt, exemption type:
Administrative

Bargaining Unit 22

Page 1 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00AM TO: 5:00PM Report in location & work hours are subject to change.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
30	Provides Cost-Per-Copy (CPC) program direction by relieving administrator of variety of difficult administrative duties & supervises assigned staff: develops & coordinates marketing outreach on CPC program (e.g., consults with state agencies, promotes & presents program during COOP & Fiscal SPUG meetings); educates agencies & vendors on the CPC billing guidelines; analyzes MOU sent by agency to participate in CPC (e.g., assesses needed features & costs, researches correct contract pricing, validates submitted information); monitors placement of machines & ensures vendor compliance with terms & conditions; conducts value analysis & reporting on program; performs vendor & agency relations on issues that arise with CPC copiers/printers; oversees CPC quarterly billing (e.g., tracking, accuracy, problems solving); manages fiscal issues with CPC program; researches & responds to inquiries & complaints from agencies & vendors; trains vendors as needed; formulates & implements CPC program policy; supervises assigned staff (e.g., transmits decisions, interviews, hires & counsels employees, writes & administers performance goals & evaluations, approves payable time & requests for leave).	Knowledge of (1) program management; (2) business administration; (3) supervisory practices & procedures; (4) cost analysis; (5) data analysis; (6) marketing; (7) customer & vendor relations; (8) accounting practices & procedures; (9) DAS & State Printing policies & procedures* Skill in (10) operation of personal computer & related software (e.g., MS Word, Excel, Avanti*, OAKS FIN*) Ability to (11) define problems, collect data, establish facts, draw valid conclusions & initiate solutions; (12) understand & solve problems; (13) apply principles to solve problems; (14) read, comprehend & record figures accurately; (15) communicate effectively in written & oral form; (16) prepare meaningful, concise & accurate reports; (17) analyze cost data for comparisons & projections; (18) establish work unit goals & give direction to staff; (19) handle personnel issues as supervisor of work unit; (20) formulate policies & procedures.
40	Manages business function of State Printing: monitors & manages business & equipment budget for entire centralized operations totaling \$10 million (e.g., equipment, supplies, operational funds, pass-throughs); establishes & oversees maintenance of fiscal controls; authorizes expenditures & purchases; performs fiscal analysis (e.g., quarterly spend & revenue); conducts cost assessments (e.g., spoilage amount, internal production vs. outsourcing costs, equipment costs, cost of operations); works in collaboration with & coordinates multiple fiscal activities with GSD Business Office Manager & all State Printing & Mail Services Managers & Administrator; monitors	Knowledge of 2, 3, 4, 5, 7, 8, 9*, (10) budget management Skill in 10 Ability to 11, 12, 13, 14, 15, 16, 17, 18, 19

List Position Numbers & Job Titles of Positions Directly Supervised:
See Table of Organization

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



2/10/15

JOB CODE TITLE
Program Administrator 2

JOB CODE
63123

Apd 2.10.15 (cc)

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	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

*developed after employment.

JOB CODE TITLE
Program Administrator 2

JOB CODE
63123

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SIGNATURE OF AGENCY REPRESENTATIVE

DATE



2/10/15

App 2-10-15 (cc)