



<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID DAS/DAS105740
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE State Printing & Mail Services	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005580	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update			Position Hyperlinked to <input type="checkbox"/>
	Agency Organizational Tree			
	USUAL WORKING TITLE OF POSITION Print Production Manager		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20072938 Administrative Officer 3	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input checked="" type="checkbox"/> Essential	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt	Bargaining Unit 22
If FLSA Exempt, exemption type: Administrative		Page 2 of 2		
NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 7:30 a.m.                      TO: 4:30 p.m.                      Report in location subject to change				

JOB DESCRIPTION AND WORKER CHARACTERISTICS		
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
40	Performs related administrative duties: maintains fiscal controls (e.g., overtime projection & usage, fiscal budgeting); assists in budget preparation; participates in short & long range State Printings Print Services planning & operational automation projects to ensure state-of-the-art technology; authorizes & plans individual training for staff; participates in State Printings Print Services continuing recertification program; assists in procurement of stock, supplies & new software/hardware using Computer Services Paperless Procurement System (PPS); prepares special reports for State Printings Print Services customers & higher-level management; participates in management meetings; conducts staff meetings; attends division meetings for management; attends conferences & technical seminars.	Knowledge of 1, 2, 3, 4, 5*, 6, 7, 8, (19) budgeting & cost analysis; (20) State Printing Print Services re-certification training program* Skill in 9, 10 Ability to 11, 12, 13, 14, 15, 16, 17, 18.
		*developed after employment.

Appl 9.30.10 (aw)

POSITION NUMBER  
20005580

JOB CODE TITLE  
Administrative Officer 2

JOB CODE  
63132

List Position Numbers & Job Titles of Positions Directly Supervised: 20005586 Printing Machine Supervisor 20005603 Printing Machine Supervisor	SIGNATURE OF AGENCY REPRESENTATIVE <i>Jeffrey Westhonen/jc</i>	DATE 9/30/10
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