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| POSITION DESCRIPTION | | AGENCY/DEPT ID DAS/DAS105770 |
| DIVISION OR INSTITUTION General Services Division | UNIT OR OFFICE State Printing & Mail Services | COUNTY OF EMPLOYMENT Franklin |

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|--|--|---|---|---------------------------------------|
| POSITION NUMBER 20005596 | <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 Print & Fulfillment Production Manager | | 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 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: 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 | | |
| 55 | Plans, directs & coordinates production activities & standards for State Printing Mainframe & Fulfillment Services; formulates & implements printing & fulfillment production policies & procedures; analyzes production reports & conducts operation audits to determine production requirements & evaluates current production estimates & outputs; supervises assigned staff; directs & coordinates activities of employees engaged in production & processing of printing documents; plans & establishes work schedules, assignments, & production sequences to meet production goals; conducts quality assurance audits to ensure accuracy; confers with managers to coordinate operations & activities between units; develops tactics & procedures to improve production (e.g., establishes quality control standards, establishes production strategy on incoming projects); reviews activity reports & other performance data to measure productivity & goal achievement & to identify program improvement opportunities. | Knowledge of (1) DAS, State Printing, government, U. S. Postal & commercial courier rules, regulations, policies & procedures*; (2) production processes; (3) OSHA & related safety standards & practices; (4) generally accepted print production & fulfillment practices (e.g., principles of materials handling, inventory & production control); (5) supervision principles & practices; (6) management of large printing &/or fulfillment operation; (7) digital technology; (8) data analysis. Skill in (9) operation of personal computer & associated hardware & software (e.g., MS Word, Excel, PowerPoint, Outlook). Ability to (10) define problems, collect data, establish fact & draw conclusions; (11) interpret & explain moderately complex technical instructions ; (12) assess questions to provide appropriate information or referral; (13) develop & maintain good rapport with employees, customer agencies & vendors. | | |
| | | *developed after employment | | |
| JOB CODE TITLE 63132 Administrative Officer 2 | List Position Numbers & Job Titles of Positions Directly Supervised: See Table of Organization | | SIGNATURE OF AGENCY REPRESENTATIVE <i>Jeffrey Westhousen/ce</i> | |
| JOB CODE 63132 | | | DATE 1/7/13 | |

apcl 1-157302

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| JOB DESCRIPTION AND WORKER CHARACTERISTICS | | | | |
| % | Job Duties in Order of Importance | | Knowledge, Skills & Abilities | |
| 40 | Coordinates Mainframe Print Services & Fulfillment Services operations with several customer agencies & Department of Administrative Services sections: resolves issues relating to production workload schedules for pre & post processing of output & fulfillment; meets with vendor & agency customers to consult & discuss printing & fulfillment services; recommends purchases for hardware, software, & training services to meet internal & customer requirements; works with customers to establish printing standards & output production schedules. | | Knowledge of 1, 2, 4, 6, 7, 8, (14) budgeting. Skill in 9 Ability to 10, 11, 13 (15) understand complex computer networks, hardware & software systems; (16) handle routine & sensitive inquires. | |
| 5 | Acts as State Printing's Data Security Officer: implements & monitors data security systems to comply with ORC 1347.15; serves as security liaison with OIT; analyzes operations to determine security needs; arranges for installation of security equipment & software; creates & reviews physical security plans. | | Knowledge of 8, (17) security equipment & security measures* Skills in 9 Ability to 10, 11, 12, 13, 15, 16 | |
| | | | *developed after employment | |
| JOB CODE 63132 | List Position Numbers & Job Titles of Positions Directly Supervised: See Table of Organization | | SIGNATURE OF AGENCY REPRESENTATIVE <i>Jeffrey Westhorne/ce</i> | |
| | | | DATE 1/7/13 | |

apoc 1-15-13el