

POSITION DESCRIPTION		AGENCY/DEPT ID DAS105780
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE State Printing & Mil Services	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005596	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input checked="" type="checkbox"/>									
			<u>Agency Organizational Tree</u>									
	USUAL WORKING TITLE OF POSITION Production Manager of Centralized Fulfillment		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20073350 Administrative Officer 2									
	<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: 7:00 AM TO: 4:00 PM Report in location subject to change												
JOB DESCRIPTION AND WORKER CHARACTERISTICS												
<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 5%;">%</th> <th style="width: 60%;">Job Duties in Order of Importance</th> <th style="width: 35%;">Knowledge, Skills & Abilities</th> </tr> </thead> <tbody> <tr> <td>15</td> <td>Establishes guidelines to assess efficiency of Fulfillment operations: observes work & monitors relevant indicators to ensure that employees conform to production & processing standards; analyzes & interprets internal processes; responds to questions on production & equipment issues; collects data from analyses to generate reports.</td> <td>Knowledge of 1*, 4, 5, 7, (15) public relations. Skill in 8 Ability to 10, 12, (16) handle sensitive telephone & face-to-face inquiries from & contacts with government officials, vendors, recipients & general public.</td> </tr> <tr> <td>5</td> <td>Performs other related duties as assigned (e.g., attends staff meetings & training, makes presentations at meetings, communicates with other departments & divisions, prepares correspondence).</td> <td>Knowledge of 1*, 4, 7, 9 Skill in 8 Ability to 10, 12, (17) prepare & deliver speeches/presentations.</td> </tr> </tbody> </table>				%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	15	Establishes guidelines to assess efficiency of Fulfillment operations: observes work & monitors relevant indicators to ensure that employees conform to production & processing standards; analyzes & interprets internal processes; responds to questions on production & equipment issues; collects data from analyses to generate reports.	Knowledge of 1*, 4, 5, 7, (15) public relations. Skill in 8 Ability to 10, 12, (16) handle sensitive telephone & face-to-face inquiries from & contacts with government officials, vendors, recipients & general public.	5	Performs other related duties as assigned (e.g., attends staff meetings & training, makes presentations at meetings, communicates with other departments & divisions, prepares correspondence).	Knowledge of 1*, 4, 7, 9 Skill in 8 Ability to 10, 12, (17) prepare & deliver speeches/presentations.
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<p style="text-align: right;"><u>Position Specific Minimum Qualifications:</u></p> <p>24 mos. exp. in management of large printing &/or fulfillment operation & in utilizing digital technology.</p> <p style="text-align: right;">* developed after employment.</p>												
JOB CODE 63215	List Position Numbers & Job Titles of Positions Directly Supervised: 20005577 College Intern 20073314 Document Technician Supervisor 20073315 Document Technician Supervisor 20073325 Inventory Control Specialist I 20076504 College Intern		SIGNATURE OF AGENCY REPRESENTATIVE <i>Jeffrey Westhoven/a</i>									
			DATE <i>1/5/10</i>									

apd 1-7-10al