100-100U

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS105780

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
General Services Division	State Printing & Mail Services	Franklin

POSITION NUMBER
20005596

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☒ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Production Manager of Centralized Fulfillment	20073350 Administrative Officer 2

☒ 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: 7:00AM TO: 4:00PM Report in location subject to change.

JOB CODE TITLE
Management Analyst Supervisor 1

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
80	Serves as agency manager of State Printing & Mail Services' centralized Fulfillment operations: formulates & implements printing & production policies & procedures; analyzes production reports & conducts operation audits to determine production requirements & evaluate current production estimates & outputs; supervises assigned staff (e.g., approves leave, sets standards for evaluation & performs annual reviews, provides employee training & administers discipline); 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 supervisors to coordinate operations & activities within unit; develops tactics & procedures to improve production (e.g., establishes quality control standards, establishes production strategy on incoming projects, remains current on changing technology); 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) employee training & development; (7) management of large printing &/or fulfillment operation & in utilizing digital technology. Skill in (8) operation of personal computer & associated hardware & software (e.g., MS Word, Excel, PowerPoint, Outlook). Ability to (9) deal with problems involving several variables within familiar context; (10) interpret & explain moderately complex technical instructions & specifications concerning proper use of mail handling equipment in order to direct assigned staff; (11) meet state/federal imposed deadlines; (12) gather collate & classify information about data, people or things; (13) assess questions to provide appropriate information or referral; (14) develop & maintain good rapport with customer agencies & vendors.

JOB CODE
63215

List Position Numbers & Job Titles of Positions Directly Supervised:
20005577 College Intern
20073315 Document Technician Supervisor
20073325 Inventory Control Specialist 1
20076504 College Intern

SIGNATURE OF AGENCY REPRESENTATIVE: Randall Howard

DATE: 3/16/11

Appd 3-16-11 cl

100-100U

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS105780

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
General Services Division	State Printing & Mil Services	Franklin

POSITION NUMBER 20005596

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☒ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
Production Manager of Centralized Fulfillment

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20073350 Administrative Officer 2

☒ Permanent ☐ Temporary ☐ Intermittent

☒ Classified ☐ Unclassified ☐ Essential

Overtime: ☐ Eligible ☒ 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 CODE TITLE
Management Analyst Supervisor 1

JOB CODE
63215

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	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.

Position Specific Minimum Qualifications:

24 mos. exp. in management of large printing &/or fulfillment operation & in utilizing digital technology.

* developed after employment.

List Position Numbers & Job Titles of Positions Directly Supervised:
20005577 College Intern
20073315 Document Technician Supervisor
20073325 Inventory Control Specialist 1
20076504 College Intern

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Appl 3-16-11 a