

<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID DAS105770
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE State Printing & Mail 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 type="checkbox"/>	
			Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION Print & Fulfillment 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  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)			
<b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>				
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities		
55	Serves as agency manager for State Printing Mainframe Print Services & Fulfillment Services in developing, coordinating & implementing production plans & standards; 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 63216	List Position Numbers & Job Titles of Positions Directly Supervised: 20006521 Management Analyst Supervisor 1 20006522 Infrastructure Specialist 1 20006525 Computer Operations Manager 1 20006535 Management Analyst 1 20073350 Administrative Officer 2		SIGNATURE OF AGENCY REPRESENTATIVE 	
		DATE 4/24/12		

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