POSITION DESCRIPTION

		AGENCY/DEPT ID DAS/DAS105000
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE State Printing & Mail Services	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005605

☒ Reclassification ☐ New Position ☐ Update

Position Hyperlinked to ☒ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Copy Center & Design Manager	See Table of Organization

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified ☒ Essential	Overtime: ☐ Eligible ☒ Exempt If FLSA Exempt, exemption type: Administrative	Bargaining Unit 22 Page 1 of 1

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 7:30 a.m. TO: 4:30 p.m. Report in location & work hours subject to change

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
55	Plans & administers all activities of main copy center comprised of graphic design & print machine operators: organizes & coordinates daily program activities of State Printing's main and/or satellite document centers; develops & monitors production schedules; establishes job priorities; monitors quality standards; maintains inventory levels & ensures on-time production & delivery of printed material); evaluates incoming orders & recommends print/buy options for in-house production or print procurement services; supervises & trains staff (e.g., enforces work rules; evaluates performance, recommends discipline, approves leave & employee time cards); coordinates, monitors and evaluates training of staff in daily operation of high-speed printing and mailing equipment, associated software programs & equipment; ensures related printing, bindery & mail equipment (e.g., printers, paper folders, drills, joggers, staplers, cutters, collators, mail inserters) is maintained to highest operational & safety standards; recommends repair or replacement of equipment as needed.	Knowledge of (1) print shop operations; (2) graphic communication technology; (3) printing equipment safety procedures; (4) supervisory principles/ techniques; (5) employee training & development; (6) inventory control; (7) public/customer relations; (8) business management; (9) State Printing policies, procedures, rules & regulations*. Skill in (10) operation of personal computer & associated hardware /software (e.g., MS Word, Excel, PowerPoint, Outlook, OAKS*, PageMaker, Quark Xpress, Corel, Freehand, Avanti*). Ability to (11) define problems, collect data, establish facts & draw valid conclusions; (12) work within deadlines; (13) handles sensitive telephone & face-to-face inquiries from public & agency customers; (14) establish friendly atmosphere as manager.
10	Evaluates & develops policies, procedures & budget for copy center operations: assures operational procedures are within state & federal statutes & regulations; assists in developing & monitoring budget; reviews & authorizes expenditures; conducts short & long range planning & operational automation projects to ensure state-of-the-art technology.	Knowledge of 1, 7, 8, 9* (15) budgets & fiscal controls Skill in 10 Ability to 11, 12, 13, 14
20	Serves as liaison between customer agency, vendor, & copy center: interacts with customers from state agencies to answer inquiries regarding print production (e.g., scheduling of services, problem solving, assists with preparation of printing specifications); participates in management meetings; serves as backup for superior in customer & /or management meetings; helps organize and present customer user group events.	Knowledge of 1, 7, 8, 9* Skill in 10 Ability to 11, 12, 13, 14 *developed after employment

JOB CODE TITLE Administrative Officer 1

JOB CODE 63131

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
See Table of Organization		1/21/16

Appl 1.21.16

POSITION DESCRIPTION

		AGENCY/DEPT ID DAS/DAS105000
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE State Printing & Mail Services	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005605

☒ Reclassification ☐ New Position ☐ Update

Position Hyperlinked to ☒ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Copy Center & Design Manager	See Table of Organization

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified ☒ Essential	Overtime: ☐ Eligible ☒ Exempt If FLSA Exempt, exemption type: Administrative	Bargaining Unit 22 Page 1 of 1

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 7:30 a.m. TO: 4:30 p.m. Report in location & work hours subject to change

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
15	Establishes operational reports & conducts data analysis: prepares reports on copy center production activities & expenditures; utilizes Avanti billing system (e.g., track print production, verify completion & delivery date information, verify billing information, ensure accurate customer invoices); creates daily, weekly & monthly production reports; performs fiscal & budget reports & analysis for print centers; other duties as assigned.	Knowledge of 1, 7, 8, 9*, Skill in 10 Ability to 11, 12, 13, 14, (16) prepare concise & accurate reports; (17) analyze data. *developed after employment.

JOB CODE TITLE Administrative Officer 1

JOB CODE 63131

Appl 1.21.16 (a)

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
See Table of Organization		1/26/16