

# POSITION DESCRIPTION

AGENCY/DEPT ID  
DAS105720

DIVISION OR INSTITUTION  
General Services Division

UNIT OR OFFICE  
State Printing & Mail Services

COUNTY OF EMPLOYMENT  
Franklin

POSITION NUMBER  
20005622

Reclassification     New Position     Update    Position Hyperlinked to  Agency Organizational Tree

USUAL WORKING TITLE OF POSITION    POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR  
College Intern    20073296 Administrative Assistant 2

Permanent     Classified    Overtime:  Eligible     Exempt    Bargaining Unit 98  
 Temporary     Unclassified  
 Intermittent     Essential    If FLSA Exempt, exemption type:    Page 1 of 1

NORMAL WORKING HOURS (Explain unusual or rotating shift):  
FROM: 7:00 AM    TO: 4:00 PM

### JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
60	Researches & analyzes systems & procedures involving State Printing Avanti software & other printing operations in order to determine where necessary improvements are needed: provides various procurement reports; prepares monthly billing & production reports & performs analysis of data to insure accuracy; develops & prepares other reports as needed (e.g., agency volume reports, contract volume reports for bid evaluation purposes, other reports for projecting annual budgets). Conducts quality control studies on operations involving Avanti software: performs on-going audits on data that is being input by copy center & buyers; serves as main contact person for all staff regarding Avanti software issues; tracks reported issues; prepares reports on findings; makes recommendations to administrator.	Knowledge of (1) Avanti software program*; (2) business administration; (3) operations research techniques; (4) State Printing policies & procedures* Skill in (5) operation of PC and related hardware & software programs (e.g., Microsoft Word, Excel, PowerPoint, Outlook) Ability to (6) define problems, collect data, establish facts, draw valid conclusions & initiate solutions; (7) gather, collate & classify information about data, people or things; (8) prepare meaningful, concise & accurate reports;
40	Provides administrative & technical support to State Printing: resolves all operational issues with functional operation of Avanti software; serves as liaison for IT staff relating to Avanti issues; maintains coordination with Avanti contractor for all software issues; maintains technical support for on line bidding system.	Knowledge of 2, 4, (9) public relations. Skill in 5 Ability to 6, 7, (10) maintain accurate records.

JOB CODE TITLE  
College Intern

JOB CODE  
99940

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*Jeffrey Westhonen/cc*

*2/3/10*

*apl 2-14-10 al*