

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services
DAS106135

DIVISION OR INSTITUTION
General Services Division

UNIT OR OFFICE
Office of Procurement Services

COUNTY OF EMPLOYMENT
FRANKLIN

Reclassification New Position Update

Position Hyperlinked to
Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
College Intern

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20005573 State Purchasing Procurement Manager

Permanent
 Temporary
 Intermittent

Classified
 Unclassified

Overtime: Eligible Exempt

Bargaining Unit 98

If FLSA Exempt, exemption type:

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NORMAL WORKING HOURS (Explain unusual or rotating shift):

FROM: 8:00am TO: 5:00pm Report-in location subject to change.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
40	Provides on-site print assessments at state agency office locations: travels to state agency buildings across state using state issued vehicle; meets with agency personnel to conduct thorough print assessment; inventories all print devices (e.g., networked printers, local printers, copiers, fax machines, scanners); collects meter readings on all machines; collects asset information from facilities to gather purchase & /or lease information; collects any maintenance contracts associated with inventory of machines; discusses any special print needs with agency personnel; maps devices on floor plans provided by agency.	Knowledge of (1) office practices & procedures* (2) customer services; (3) human relations. Skill in (4) operation of personal computer associated software (e.g. MS Word, MS Excel) & use of Internet. Ability to (5) carry out detailed instructions; (6) compare and update documents; (7) add, subtract, multiply & divide whole numbers; (8) cooperate with co-workers on projects; (9) create meaningful, concise & accurate reports; (10) obtain & maintain valid driver's license.
60	Conducts data analysis & makes recommendations: records unit cost & yield of purchased toner (utilize state office supplies contract); calculates average number of copies per month per machine; calculates monthly cost of each machine & cost per copy of each machine; recommends which devices will be kept, updated, removed, or relocated; develops equipment map with current setup & recommended setup; writes Executive Summary detailing annual cost savings (e.g., asset reduction, duplex printing, LAN maintenance reduction; cost-per-copy reduction)	Knowledge of 1*, 2, 3 Skill in 4 Ability to 5, 6, 7, 8, 9 *developed after employment.

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Jeffrey Westhonenka

6/28/10

POSITION NUMBER
20005646

JOB TITLE
College Intern

JOB CODE
99940

App. 6.28.10 (aw)