

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

POSITION NUMBER 20005684 JOB TITLE College Intern JOB CODE 99940	<input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input type="checkbox"/> Update			Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION College Intern		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005573 State Purchasing Procurement Manager		
	<input type="checkbox"/> Permanent <input checked="" type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input type="checkbox"/> Classified <input checked="" type="checkbox"/> Unclassified <input type="checkbox"/> Essential	Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type:		Bargaining Unit 09 Page 1 of 1
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00am TO: 5:00pm Report-in location subject to change. Some travel required.				
	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
			<i>Jeffrey Westhonen/cc</i>		5/24/10

App 5-26-10 (aw)