

POSITION DESCRIPTION		AGENCY/DEPT ID DAS/DAS105770
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE State Printing & Mail Services	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006535	<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 Mainframe Printing – Third Shift Manager		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR See Table of Organization	
	<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: 12:00AM TO: 8:30AM Report in location subject to change.				
JOB DESCRIPTION AND WORKER CHARACTERISTICS				
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities		
70	Provides Mainframe Printing oversight & Quality Assurance program direction: formulates & implements program policy (e.g., quality assurance policy, internal operation audit procedures); analyzes production reports & conducts operation audits to determine production requirements & evaluate current production estimates & outputs; supervises assigned staff (e.g., approves leave, sets standards for evaluation & performs annual reviews, provides employee training & administers discipline); 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 supervisor(s) to coordinate operations & activities; develops tactics & procedures to improve production (e.g., establishes quality control standards, establishes production strategy on incoming projects, remains current on changing technology); reviews activity reports & other performance data to measure productivity & goal achievement & to identify program improvement opportunities.	Knowledge of (1) DAS, GSD & State Printing policies & procedures*; (2) production processes; (3) OSHA & related safety standards & practices; (4) generally accepted print production practices (5) supervision principles & practices; (6) employee training & development; (7) management of large printing &/or fulfillment operation & in utilizing digital technology. Skill in (8) operation of personal computer & associated hardware & software (e.g., MS Word, Excel, PowerPoint, Outlook). Ability to (9) interpret & explain moderately complex technical instructions & specifications in order to direct assigned staff; (10) resolve production, personnel & facility management problems; (11) assess questions to provide appropriate information or referral; (12) develop & maintain good rapport with customer agencies, vendors & staff; (13) communicate clearly & effectively in written & oral form.		
		*developed after employment.		
JOB CODE 63123	JOB CODE TITLE Program Administrator 2	List Position Numbers & Job Titles of Positions Directly Supervised: See Table of Organization	SIGNATURE OF AGENCY REPRESENTATIVE 	
			DATE 6/18/12	

Apd 6-18-12/ace

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JOB DESCRIPTION AND WORKER CHARACTERISTICS				
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20	Establishes guidelines to assess efficiency of Mainframe Printing operations: observes work & monitors relevant indicators to ensure that employees conform to production & processing standards; analyzes & interprets internal processes; responds to questions on production & equipment issues; collects data from analyses to generate reports.		Knowledge of 1*, 2, 4, 7, (14) data analysis Skill in 8 Ability to 9, 10, 11, 13, (15) prepare meaningful, concise & accurate reports.	
10	Performs other related duties as assigned (e.g., attends staff meetings & training, makes presentations at meetings, communicates with other departments & divisions, prepares correspondence).		Knowledge of 1*, 4, 6, 7 Skill in 8 Ability to 11, 12, 13, (16) prepare & deliver speeches/presentations.	
<p style="text-align: right;"><u>Position Specific Minimum Qualifications:</u> 24 mos. exp., in management of large printing &/or fulfillment printing operation & in utilizing digital technology.</p> <p style="text-align: right;">*developed after employment.</p>				
JOB CODE 63123	List Position Numbers & Job Titles of Positions Directly Supervised: See Table of Organization		SIGNATURE OF AGENCY REPRESENTATIVE <i>Jeffrey Westhoven/c</i>	
		DATE 6/18/12		

Cpd 6-18-12 gao