100-100U

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS/DAS105740

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
General Services Division	State Printing & Mail Services	Franklin

POSITION NUMBER 20072938

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☒ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
State Printing & Mail Services Production Manager	20005570 State Printing & Standards Administrator

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified ☒ Essential	Overtime: ☐ Eligible ☒ Exempt If FLSA Exempt, exemption type: Administrative	Bargaining Unit 22 Page 1 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 7:30AM TO: 4:30PM Report in location subject to change.

JOB CODE TITLE Administrative Officer 3

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
60	Under administrative direction, plans, directs & coordinates all activities of printing procurement, multiple print production , fulfillment facilities & centralized mail operations within State Printing & Mail Services: develops strategic plan; establishes goals & objectives; researches printing, mailing, & fulfillment equipment technology & develops equipment strategy; researches maintenance options for all production equipment; implements tactics for achievement; monitors management of print procurement (e.g., oversees specification development, performs cost analysis, approves bidding documents & related addenda as needed, approves & signs contracts & related amendments for printed materials, authorizes cancellation of bidding documents & contracts within parameters of authority as delegated by Director of Administrative Services); supervises subordinate supervisory personnel (e.g., approves leave & time reports, initiates & administers discipline, participates in hiring process); assumes responsibility for all activities of State Printing & Mail Services in absence of State Printing & Mail Services Administrator. This position is overtime exempt.	Knowledge of (1) DAS & State Printing and Mail Services policies*; (2) laws, rules & regulations relating to print procurement, print production, mail room & fulfillment operations (e.g., Ohio Revised Code & Ohio Administrative Code, U.S. Postal Regulations)*; (3) governmental structure & process*; (4) generally accepted print procurement & print production practices (e.g., principles of purchasing, specification development, contract negotiation, cost analysis, materials handling, inventory & production control, purchasing problems); (5) supervision principles & practices; (6) employee training & development; (7) management of large (e.g., 25 or more production employees) printing &/or fulfillment operation; (8) strategic planning; (9) statistical analysis. Skill in (10) operation of personal computer & associated hardware/software (e.g., MS Office, purchasing & print production tracking applications). Ability to (11) define problems, collect data, establish facts & draw valid conclusions; (12) interpret extensive variety of technical material in books, journals & manuals; (13) use statistical analysis; (14) originate & edit technical specifications & term contracts; (15) communicate effectively in written & oral form; (16) develop & maintain good rapport with customer agencies & vendors. *developed after employment.

JOB CODE 63133

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
20005586 Printing Machine Supervisor 20005588 Administrative Assistant 2 20005603 Printing Machine Supervisor 20073350 Administrative Officer 2	Jeffrey Westhoven/cc	4/16/09

apd 4-22-09 cl

100-100U

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS/DAS105740

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
General Services Division	State Printing & Mail Services	Franklin

POSITION NUMBER 20072938

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☒ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
State Printing & Mail Services Contracts & Production Manager

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20005570 State Printing & Standards Administrator

☒ Permanent ☐ Temporary ☐ Intermittent

☒ Classified ☐ Unclassified ☒ Essential

Overtime: ☐ Eligible ☒ Exempt

If FLSA Exempt, exemption type: Administrative

Bargaining Unit 22

Page 2 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 7:30AM TO: 4:30PM Report in location subject to change.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
10	Analyzes & develops policies & procedures: formulates policies & procedures for administration of State Printing & Mail Services' print procurement, print production, mail & fulfillment functions; oversees implementation of policies & programs as mandated by legislature or as ordered by Director of Administrative Services.	Knowledge of 1*, 2*, 3*, 4 Skill in 10 Ability to 11, 15
20	Performs customer & public relations: maintains contact with key staff members from customer agencies; fosters customer oriented, proactive working environment in State Printing & Mail Services; serves as liaison to business community & in absence of State Printing & Mail Services Administrator responds to telephone & written inquires & complaints; acts for Deputy Director of General Services & State Printing & Mail Services Administrator by attending various committees, boards & commissions.	Knowledge of 1*, 2*, 3*, 4, (17) public relations, (18) customer service Skill in 10 Ability to 11, 12, 15, 16, (19) handle sensitive inquiries from & contacts with officials & general public
10	Coordinates fiscal activities: assists in preparation of division budget, performance reports, studies on spending levels & purchasing practices & may approve expenditures for State Printing & Mail Services; other duties as assigned.	Knowledge of 1*, 2*, 3*, 4, (20) accounting & budget development/management Skill in 10 Ability to 11, 12, 13, 15, (21) prepare meaningful, concise & accurate reports
		Position Specific Minimum Qualifications: 24 mos. trg. or exp. in management of large (e.g., 25 or more production employees) printing &/or fulfillment operation; 24 mos. trg. or exp. with cost analysis & specification development associated with print procurement.
	This position is overtime-exempt.	*developed after employment.

JOB CODE TITLE
Administrative Officer 3

JOB CODE
63133

List Position Numbers & Job Titles of Positions Directly Supervised:
20005586 Printing Machine Supervisor
20005588 Administrative Assistant 2
20005603 Printing Machine Supervisor
20073350 Administrative Officer 2

SIGNATURE OF AGENCY REPRESENTATIVE: Jeffrey Westhoven/ca

DATE: 4/16/09

apd 4-22-09