

POSITION DESCRIPTION		AGENCY/DEPT ID DAS/DAS105720
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE State Printing & Mail Services	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20072938	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/>	
				Agency Organizational Tree
	USUAL WORKING TITLE OF POSITION Assistant Administrator		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005570 State Printing and Standards Administrator	
	<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: 7:30 a.m. TO: 4:30 p.m. Report in location subject to change				

JOB DESCRIPTION AND WORKER CHARACTERISTICS		
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
60	Under administrative direction, plans, directs & coordinates all activities of print 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.	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.

App 10-18-10 (aw)

JOB CODE TITLE
Administrative Officer 3

JOB CODE
63133

List Position Numbers & Job Titles of Positions Directly Supervised: 20005580 Administrative Officer 2 20006521 Computer Operations Manager 3 20006531 Mail Center Manager 20073350 Administrative Officer 2 20075547 State Printing Standards Supervisor	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 10/18/10
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	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 7:30 a.m. TO: 4:30 p.m. 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 <u>Position Specific Minimum Qualifications:</u> 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. *developed after employment.	
JOB CODE 63133	List Position Numbers & Job Titles of Positions Directly Supervised: 20005580 Administrative Officer 2 20006521 Computer Operations Manager 3 20006531 Mail Center Manager 20073350 Administrative Officer 2 20075547 State Printing Standards Supervisor		SIGNATURE OF AGENCY REPRESENTATIVE <i>Jeffrey Westhoven/ce</i>	
			DATE 10/19/10	

Apr 10.18.10 @