

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS/DAS105000

DIVISION OR INSTITUTION
General Services Division

UNIT OR OFFICE
State Printing & Mail Services

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20072938

Reclassification

New Position

Update

Position Hyperlinked to

Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
Assistant Administrator

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
See Table of Organization

Permanent
 Temporary
 Intermittent

Classified
 Unclassified
 Essential

Overtime: Eligible Exempt

Bargaining Unit 22

If FLSA Exempt, exemption type:
Administrative

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 & work shift 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, 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.

JOB CODE TITLE
Administrative Officer 3

JOB CODE
63133

List Position Numbers & Job Titles of Positions Directly Supervised:

See Table of Organization

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Chris Selch/ce

11/26/14

Apd 12.5.14 (cc)

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AGENCY/DEPT ID
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DIVISION OR INSTITUTION
General Services Division

UNIT OR OFFICE
State Printing & Mail Services

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Franklin

POSITION NUMBER
20072938

Reclassification New Position Update Position Hyperlinked to Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: Assistant Administrator POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: See Table of Organization

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

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 7:30 a.m. TO: 4:30 p.m. Report in location & work shift 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, 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 inquiries & 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.

*developed after employment.

JOB CODE TITLE
Administrative Officer 3

JOB CODE
63133

List Position Numbers & Job Titles of Positions Directly Supervised:
See Table of Organization

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Chris Selchka

11/26/14

App 12.5.14 cc