

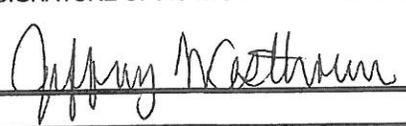
| | | |
|--|--|----------------------------------|
| POSITION DESCRIPTION | | AGENCY/DEPT ID DAS/DAS105720 |
| DIVISION OR INSTITUTION General Services Division | UNIT OR OFFICE State Printing & Mail Services | COUNTY OF EMPLOYMENT Franklin |

| | | | | |
|---|--|---|--|--------------------|
| 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 checked="" type="checkbox"/> Classified | Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt | Bargaining Unit 22 |
| | <input type="checkbox"/> Temporary | <input type="checkbox"/> Unclassified | If FLSA Exempt, exemption type: Administrative | Page 1 of 2 |
| | <input type="checkbox"/> Intermittent | <input checked="" type="checkbox"/> Essential | | |
| | 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. | | |
| List Position Numbers & Job Titles of Positions Directly Supervised: 20005596 Management Analyst Supervisor 2 20005580 Administrative Officer 2 20006531 Mail Center Manager 20075547 State Printing & Standards Supervisor | | SIGNATURE OF AGENCY REPRESENTATIVE | DATE 8-26-11 | |

Apr 8 29 11 AM

JOB CODE TITLE
63133 Administrative Officer 3

| | | |
|--|--|----------------------------------|
| 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 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 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 TITLE Administrative Officer 3 JOB CODE 63133 | List Position Numbers & Job Titles of Positions Directly Supervised: 20005596 Management Analyst Supervisor 2 20005580 Administrative Officer 2 20006531 Mail Center Manager 20075547 State Printing & Standards Supervisor | | SIGNATURE OF AGENCY REPRESENTATIVE  | DATE 8-26-11 |

Copd 8-29-11 (aka)