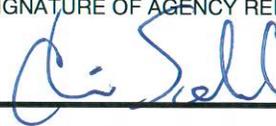


POSITION DESCRIPTION		AGENCY/DEPT ID DAS/DAS105720
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE State Printing & Mail Services	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20073296	<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 State Printing Avanti 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 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: 7:30AM TO: 4:00PM Report in location subject to change.				
JOB DESCRIPTION AND WORKER CHARACTERISTICS				
%	Job Duties in Order of Importance		Knowledge, Skills & Abilities	
60	Plans, directs & coordinates all functions of support services unit (e.g., production billing, Avanti print management system, training & development, inventory & marketing); manages & coordinates ISTV payment activities; conducts data analysis on production printing & fulfillment services & billing; conducts billing audits; works with & coordinates multiple billing activities with copy center manager, fulfillment manager & mainframe printing manager; answers complex &/or confidential correspondence; researches & resolves billing issues; oversees full integration of Avanti production modules (e.g., daily entries, demand estimating, inventory control, order processing, purchasing, reporting & shipping); manages training & development program (e.g., conducts needs analysis & skills inventory, develops & presents training as needed, coordinates OSHA compliance program for multiple production facilities, confers with management on specific training needs for program areas; maintains training database); develops & coordinates internal cross-training programs & events for staff; plans & coordinates customer training events (e.g., tours of facilities, open house events & User Group meeting); provides information on programs necessary for on-going education to maintain professional certification; manages State Printing & Mail Services marketing strategies; develops & coordinates marketing communication materials (e.g., forms, publications, promotions, communications); reviews final draft, develops creative concepts, locates available graphic support materials; maintains customer database & website; oversees inventory of fulfillment warehouse; supervises staff (e.g., prepares performance evaluations, approves time & leave requests; interviews, hires & counsels employees).		Knowledge of (1) State Printing management information system (Avanti*); (2) DAS & State Printing policies & procedures*; (3) management; (4) supervision of staff; (5) human resources; (6) training & development; (7) marketing; (8) data analysis pertaining to production, printing & fulfillment services & billing; (9) accounting practices & procedures; (10) financial auditing. Skill in (11) operation of personal computer & related software (e.g., MS Word, Excel, Access, Visio, In Design, Adobe Creative Suite, OAKS*, Avanti*); (12) presenting materials before group; (13) conducting data analysis. Ability to (14) define problems, collect data, establish facts, draw valid conclusions & initiate solutions; (15) read, comprehend & record figures accurately; (16) communicate effectively in written & oral form; (17) handle relevant issues as supervisor of work unit; (18) develop strategies & recognize marketing opportunities; (19) prioritize & efficiently handle multiple tasks; (20) prepare meaningful, concise & accurate reports; (21) establish work unit goals & give direction to staff; (22) respond to routine & sensitive inquiries with employees, general public, customers, vendors & officials. *developed after employment.	
JOB CODE 63131	List Position Numbers & Job Titles of Positions Directly Supervised: See Table of Organization		SIGNATURE OF AGENCY REPRESENTATIVE 	
			DATE 10/25 2013	

Apd 10.25.13 @

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

POSITION NUMBER 20073296	<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 State Printing Avanti 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 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: 7:30AM TO: 4:00PM Report in location subject to change.				
JOB DESCRIPTION AND WORKER CHARACTERISTICS				
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities		
20	Assists in coordination & completion of human resource tasks: updates PDs; screens applications; sits on interview panels; prepares screening & selection criteria; prepares quarterly overtime canvasses & overtime rosters; maintains call-off reports & documentation of tardiness as directed; creates annual & monthly employee certificates for State Printing & Mail Services employee recognition program & maintains records of award winners; provides work unit orientation to new employees (e.g., updates state phone, creates mailbox & section personnel file).	Knowledge of 2*, 3, 5 Skill in 11, 12, 13 Ability to 14, 15, 16, 17, 19, 20		
20	Evaluates effectiveness of programs & processes: prepares reports, documents & data relating to production billing, Avanti modules, marketing & training & development programs; analyzes reports to determine suggested areas of improvement; plans, writes & implements unit goals; monitors work product & provides assistance to team members; prepares reports to determine operational needs, program status & efficiency; attends or conducts meetings; responds to telephone or written inquiries & complaints.	Knowledge of 2*, 3, 7, 8, 9, 10 Skill in 11, 13 Ability to 14, 15, 16, 17, 18, 19, 20, 21, 22		
Position Specific Minimum Qualifications: 24 mos. experience in data analysis pertaining to production billing & training needs; 24 mos. experience in accounting field to include account receivables.				
*developed after employment.				
JOB CODE TITLE Administrative Officer I	List Position Numbers & Job Titles of Positions Directly Supervised: See Table of Organization		SIGNATURE OF AGENCY REPRESENTATIVE 	
JOB CODE 63131			DATE 10/25/2013	

Appl 10.25.13 (cc)