100-100U

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services
DAS106135

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
General Services Division	Office of Procurement Services	FRANKLIN

POSITION NUMBER 20074305

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: College Intern

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: 20005573 State Purchasing Procurement Manager

☐ Permanent ☒ Temporary ☐ Intermittent

☐ Classified ☒ Unclassified

Overtime: ☒ Eligible ☐ Exempt

If FLSA Exempt, exemption type:

Bargaining Unit 98

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NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00am TO: 5:00pm Report-in location subject to change.

JOB TITLE: College Intern

JOB CODE: 99940

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
40	Provides on-site print assessments at state agency office locations: travels to state agency buildings across state using state issued vehicle; meets with agency personnel to conduct thorough print assessment; inventories all print devices (e.g., networked printers, local printers, copiers, fax machines, scanners); collects meter readings on all machines; collects asset information from facilities to gather purchase & /or lease information; collects any maintenance contracts associated with inventory of machines; discusses any special print needs with agency personnel; maps devices on floor plans provided by agency.	Knowledge of (1) office practices & procedures* (2) customer services; (3) human relations. Skill in (4) operation of personal computer associated software (e.g. MS Word, MS Excel) & use of Internet. Ability to (5) carry out detailed instructions; (6) compare and update documents; (7) add, subtract, multiply & divide whole numbers; (8) cooperate with co-workers on projects; (9) create meaningful, concise & accurate reports; (10) obtain & maintain valid driver's license.
60	Conducts data analysis & makes recommendations: records unit cost & yield of purchased toner (utilize state office supplies contract); calculates average number of copies per month per machine; calculates monthly cost of each machine & cost per copy of each machine; recommends which devices will be kept, updated, removed, or relocated; developes equipment map with current setup & recommended setup; writes Executive Summary detailing annual cost savings (e.g., asset reduction, duplex printing, LAN maintenance reduction; cost-per-copy reduction)	Knowledge of 1*, 2, 3 Skill in 4 Ability to 5, 6, 7, 8, 9 *developed after employment.

Appl 6·28·10 (au)

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE: Jeffrey Westhoven/ce

DATE: 6/28/10