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| POSITION DESCRIPTION | | AGENCY/DEPT ID Department of Administrative Services DAS105730 |
| DIVISION OR INSTITUTION General Services Division | UNIT OR OFFICE State Printing and Mail Services | COUNTY OF EMPLOYMENT Franklin |

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| POSITION NUMBER 20075547 JOB CODE TITLE State Printing & Standards Supervisor JOB CODE 52745 | <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 Procurement Manager | | POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005570 State Printing & 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. - 4:30 p.m. Report in location & work hours subject to change. | | | |
| | JOB DESCRIPTION AND WORKER CHARACTERISTICS | | | |
| | % | Job Duties in Order of Importance | Knowledge, Skills & Abilities | |
| | 40 | Manages State Printings Procurement Unit, which is comprised of bid system for acquisition of printing, paper, pre-press & related graphic arts products: develops, implements & manages Administrative Rules, policies & procedures for direct purchase competitive quotes, one-time bids & term contracts; supervises State Printing's purchasing section & liaison with public officials & private sector business; prepares correspondence, reports, budgets & special projects; supervises assigned staff (e.g., provides employee training & discipline, approves leave & timesheets, writes & administers performance evaluations); other duties as assigned. | Knowledge of (1) Ohio Revised Code, Section 125.01 through 125.76 & Section 149.11 & 149.13*; (2) DAS policies & procedures pertaining to procurement of goods & services*; (3) specification design; (4) determining market prices & conditions; (5) pre-press requirements for print production; (6) different printing processes & cost efficiencies for each process; (7) how bids are distributed/advertised; (8) requirements of ORC Section 9.312 in evaluating bid responses*; (9) contract & addendum publication procedures; (10) processing quotes submissions from vendors & evaluations of quotes for award; (11) supervisory principles & techniques. Skill in (12) operation of a personal computer (e.g., word processing, spreadsheet, & electronic communication software). Ability to (13) evaluate training needs of staff; (14) implement & monitor training programs; (15) establish & monitor short & long range goals for organization of development; (16) maintain a high level of knowledge of current government procurement practices. *developed after employment. | |
| | List Position Numbers & Job Titles of Positions Directly Supervised: 20005575 State Purchasing Standards Analyst 20005578 State Purchasing Standards Analyst 20005581 State Purchasing Standards Analyst 20005582 State Purchasing Standards Analyst 20005583 State Purchasing Standards Analyst 20072071 State Purchasing Assistant | | SIGNATURE OF AGENCY REPRESENTATIVE <i>Jeffrey Westhoven/ce</i> | DATE 4/11/12 |

Apd 4.12.12(aw)

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| | JOB DESCRIPTION AND WORKER CHARACTERISTICS | | | |
| | % | Job Duties in Order of Importance | Knowledge, Skills & Abilities | |
| | 30 | Directs & coordinates vendor compliance program: writes policies, develops procedures; creates contract terms & conditions which insure vendor compliance with all printing & paper contracts; creates & manages a system to track all acquisitions & assure timely performance of supplies. | Knowledge of 1*, 2*, 3, 4, 5, 6, 7, 8*, 9, 10. Skill in 12 Ability to 15, 16 | |
| | 20 | Coordinate process through which all printing orders are converted into R.F. P.'s one-time bids & term contracts: creates performance & measurement standards through which activity is gauged. | Knowledge of 1*, 2*, 3, 4, 5, 6, 7, 8*, 9. Skill in 12 | |
| | 5 | Coordinate dispute resolutions process among vendors, customer agencies & State Printing: determines whether any penalty or liquidated damages will be assessed. | Knowledge of 2*, 4, 6, 7, 9, 10 Ability to 15, 16 | |
| | 5 | Interpret a variety of laws, rules & directives applying to public printing insuring their requirements are met: provides recommendations on policies & procedures & operational direction. | Knowledge of 1*, 2*, 3, 4, 5, 6, 7, 8*, 9, 10. *developed after employment. | |
| JOB CODE 52745 | List Position Numbers & Job Titles of Positions Directly Supervised: 20005575 State Purchasing Standards Analyst 20005578 State Purchasing Standards Analyst 20005581 State Purchasing Standards Analyst 20005582 State Purchasing Standards Analyst 20005583 State Purchasing Standards Analyst 20072071 State Purchasing Assistant | | SIGNATURE OF AGENCY REPRESENTATIVE <i>Jeffrey Westhonen/acc</i> | |
| | | DATE 4/11/12 | | |

Cpd 4.12.12.pcc