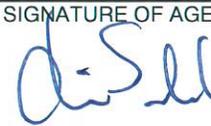




<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID DAS/DAS105730
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE State Printing and Mail Services	COUNTY OF EMPLOYMENT Franklin

<b>POSITION NUMBER</b> 20075547          <b>JOB CODE T</b> State Printing & Standards Supervisor          <b>JOB CODE</b> 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 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 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. - 4:30 p.m.      Report in location & work hours subject to change.			
	<b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>			
	%	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.	
List Position Numbers & Job Titles of Positions Directly Supervised: See Table of Organization		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 11/13/13	

Apd 11.1.13 @cc