100-100U

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
General Services Division

UNIT OR OFFICE
State Printing and Mail Services

POSITION NUMBER
20075547

JOB CODE TITLE
State Printing & Standards Supervisor

JOB CODE
52745

☒ State Agency ☐ County Agency ☒ New Position ☐ Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Procurement Manager

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20005570 State Printing & Standards Administrator

NORMAL WORKING HOURS (Explain unusual or rotating shift)
7:30 a.m. - 4:30 p.m. (Report-in location subject to change)

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
35	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.	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. Skill in (11) operation of a personal computer (e.g., word processing, spreadsheet, & electronic communication software). Ability to (12) evaluate training needs of staff; (13) implement & monitor training programs; (14) establish & monitor short & long range goals for organization of development; (15) maintain a high level of knowledge of current government procurement practices.
	This position is overtime exempt.	*developed after employment.

List Position Numbers & Titles of Positions Directly Supervised:
20005575 Printing Standards Analyst
20005622 College Intern
20005578 State Purchasing Standards Analyst
20005581 State Purchasing Standards Analyst
20005582 State Purchasing Standards Analyst
20005583 State Purchasing Standards Analyst
20005623 State Records Management Analyst

SIGNATURE OF AGENCY REPRESENTATIVE: Jeffrey Westhoven/ce

DATE: 2/24/09

Appl 3-3-09 a

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JOB DESCRIPTION AND WORKER CHARACTERISTICS

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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 11 Ability to 14, 15
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 11 Ability to
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. 14. Ability to 15
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.
5	Responsible for a range of personnel activities: includes preparation of position descriptions, employee recruitment, employee training & discipline; provides general administrative support; prepares correspondence reports, budgets & special projects. Other duties as assigned.	Knowledge of (16) supervision; (17) employee training & development; (18) budgeting Skill in 11 Ability to 12, 13, (19) establish friendly atmosphere as supervisor of work unit.
	This position is overtime exempt.	*developed after employment.

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