100-100U

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services
DAS105730

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
General Services Division	State Printing and Mail Services	Franklin

POSITION NUMBER 20075547

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: Procurement Manager

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

☒ Permanent ☐ Temporary ☐ Intermittent

☒ Classified ☐ Unclassified ☒ Essential

Overtime: ☐ Eligible ☒ 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 subject to change

JOB CODE TITLE: State Printing & Standards Supervisor

JOB CODE: 52745

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
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. *developed after employment.

List Position Numbers & Job Titles of Positions Directly Supervised:
20005575 Printing Standards Analyst
20005578 State Purchasing Standards Analyst
20005581 State Purchasing Standards Analyst
20005582 State Purchasing Standards Analyst
20005583 State Purchasing Standards Analyst

SIGNATURE OF AGENCY REPRESENTATIVE	DATE
Randall G. Howard	3.16.11

apd 3-16-11 cl

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Procurement Manager	20005570 State Printing & Standards Administrator

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified ☒ Essential	Overtime: ☐ Eligible ☒ 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 subject to change

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 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. *developed after employment.

JOB CODE T
State Printing & Standards Supervisor

JOB CODE 52745

List Position Numbers & Job Titles of Positions Directly Supervised:
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20005578 State Purchasing Standards Analyst
20005581 State Purchasing Standards Analyst
20005582 State Purchasing Standards Analyst
20005583 State Purchasing Standards Analyst

SIGNATURE OF AGENCY REPRESENTATIVE	DATE
Randall Howard	3/16/1

appl 3/16/11 cl