

<h1 style="margin: 0;">POSITION DESCRIPTION</h1> <p style="text-align: center; margin: 10px 0 0 0;">OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES</p>	AGENCY Department of Administrative Services
	DIVISION OR INSTITUTION General Services Division
	UNIT OR OFFICE State Printing and Mail Services

POSITION NUMBER 20075547	<input checked="" type="checkbox"/> State Agency <input type="checkbox"/> County Agency <input checked="" type="checkbox"/> New Position <input type="checkbox"/> 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.			Page 1 of 2
	JOB DESCRIPTION AND WORKER CHARACTERISTICS			
	%	Job Duties in Order of Importance	Minimum Acceptable Characteristics	
JOB CODE TITLE State Printing & Standards Supervisor	35	Manages State Printings Procurement Unit, which is comprised of the 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.	
JOB CODE 52745	This position is overtime exempt.		*developed after employment.	
List Position Numbers & Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE	DATE	
20005575 Print Std Anal 20005581 St Prc Std Anal 20005576 Print Std Anal 20005582 St Prc Std Anal 20005577 St Prc Std Anal 20005583 St Prc Std Anal 20005578 St Prc Std Anal 20005623 St Records Mgt Analyst			10/9/08	

april 11-5-08

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	POSITION NUMBER 20075547 JOB CODE TITLE State Printing & Standards Supervisor	%	Job Duties in Order of Importance			Minimum Acceptable Characteristics
	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.				
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