

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
General Services Division

UNIT OR OFFICE
State Printing Mainframe – Print Services

POSITION NUMBER
20006521

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Computer Operations Manager 3

POSITION NO. & TITLE OF IMMEDIATE SUPERVISOR
20072938 State Printing Standards Assistant Administrator

NORMAL WORKING HOURS (Explain unusual or rotating shift)
8:00 a.m. - 5:00 p.m.

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JOB DESCRIPTION & WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
60	<p>Manages & directs State Printing Mainframe Print Services Section: State Printing Print Services activities include prime & non-prime shift printing, State Printing Print Services Technical Support, & Courier Services which support multiple state agencies; supervises lower-level managers & programmers in multiple sections who are responsible for printed output services & production; develops & implements production & training policies, standards & service plans; develops strategies involving production & services; participates in long & short-term strategic planning; manages production schedules & workloads; rotates scheduled working hours to directly supervise non-prime shifts; monitors & oversees staff responsible for problem tracking & resolution; sets section priorities; assists in budget projections for Technical Services & develops budgets for State Printing Print Services; monitors costs for financial planning; approves personnel decisions; develops personnel procedures; reviews & evaluates effectiveness; interviews & selects employees for positions; assigns & reviews work; evaluates job performances & performs other related administrative duties.</p>	<p>Knowledge of (1) budgeting; (2) inventory control; (3) management; (4) high volume printing subsystems; (5) policies, procedures & standards relative to installing & maintaining high-volume print systems; (6) State Printing Print Services Computer Operator Training procedures*; (7) interviewing; (8) IBM mainframe, microcomputer peripherals; (9) workforce planning; (10) supervision; (11) agency/division policies & procedures*. Skill in (12) operation of mainframe & personal computer hardware & software. Ability to (13) understand complex computer hardware & software systems; (14) understand complex computer networks; (15) interpret a variety of instructions in written, oral, picture or schedule form; (16) define problems, collect data, establish facts & draw valid conclusions; (17) interpret & understand extensive variety of technical material from books, manuals & web sites; (18) deal with many variables & determine specific corrective actions;</p> <p>*developed after employment</p>

JOB CODE TITLE
Computer Operations Manager 3

JOB CODE
12379

List Position Numbers & Class Titles of Positions Directly Supervised:

- 20006525 Computer Operations Manager 1
- 20006535 Computer Operations Manager 1

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Jeffrey Westhonen/ce

1/31/08

apex 2-4-08-ax

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40	<p>Coordinates State Printing Mainframe Print Services operations with several customer agencies & Department of Administrative Services sections: resolves issues relating to production workload schedules for pre & post processing of output; meets with vendor & agency customers to consult & discuss printing services; recommends purchases for hardware, software, & training services to meet internal & customer requirements; works with customers to establish printing standards & output production schedules; attends meetings with management from other sections; attends technical conferences & seminars; in conjunction with Office of Employee Services, interacts with Office of Collective Bargaining & union representatives concerning labor management issues.</p> <p>Position is overtime exempt.</p>	<p>Knowledge of 1, 2, 3, 4, 5, 8, 11*; (17) labor relations, Skill in 12, Ability to 13, 14, 15, 16, 18</p> <p>*developed after employment</p>

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