100-100U

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
General Services

UNIT OR OFFICE
State Printing

POSITION NUMBER
20005596 (13517.0)

JOB CODE TITLE
Management Analyst Supervisor 1

JOB CODE
63215

☒ State Agency ☐ County Agency ☐ New Position ☒ Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
In-House Publishing Manager

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20072938 Administrative Officer 3

NORMAL WORKING HOURS (Explain unusual or rotating shift)
7:30 a.m. - 4:30 p.m.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
50	Plans, develops & organizes all activities of In-House Publishing's satellite copy centers located through out central Ohio: develops & implements policies & procedures for satellite copy centers; ensures compliance with public printing laws, rules & directives; establishes job priorities & determines proper production & procurement methods for each order in accordance with Ohio Revised Code & established policies; meets with bureau chiefs, Deputy Directors & Assistant Directors from all state agencies to solve problems & develop agency service plans for quick copy needs; schedules agency services & assist agency personnel with preparation of printing specifications; responds to agency inquiries regarding cost of services & resolve billing discrepancies; contributes to & participates in periodic customer & user group training events. Supervises print machine supervisor & electronic design coordinators: conducts staff meetings; teaches printing techniques & skills; prepares position description; recruits new staff; determines classifications; approves leave; sets standards for evaluation & performs annual reviews; provides employee training & discipline.	Knowledge of (1) State Printing's policies & procedures*; (2) Ohio Revised Code, Section 126.31 through 125.76;* (3) program management; (4) production equipment capabilities; (5) supervision techniques; (6) employee training & development; (7) customer service techniques. Skill in (8) operation of personal computer & associated hardware/software (e.g., MS office & All-In-One); (9) state printing equipment & software. Ability to (10) develop & implement policies & procedure; (11) define problems, collect data, establish facts, draw valid conclusions & initiate solutions; (12) answer inquiries from officials & general public; (13) prepare accurate printing cost estimates.
20	Maintains computerized job tracking & charge-back system (e.g.,OAKS) for satellite centers: tracks customer orders through production process; generates reports regarding production by location, employee & equipment usage; creates ISTV's from system reports to collect agency funds for copy center services provided; directs & monitors staff to update system on a daily basis; diagnoses equipment problems.	Knowledge of 1, 2, 4, 5, 7, 9, (14) state accounting system (e.g., OAK) codes & functions; (15) accounting principles related to job costing & charge backs. Skill in 8. Ability to 10, 11, 12, (16) generate concise, accurate reports.

List Position Numbers & Titles of Positions Directly Supervised:
20005586 (13504.0) Printing Machine Supervisor
20005601 (13524.0) Electronic Design Coordinator
20005605 (13532.0) Electronic Design Coordinator
20005610 (13544.0) Electronic Design Coordinator

SIGNATURE OF AGENCY REPRESENTATIVE: Jeffrey Westhoven [signature]

DATE: 11/26/07

apd 12-4-07 cl

100-100U

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POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20072938 Administrative Officer 3

NORMAL WORKING HOURS (Explain unusual or rotating shift)
7:30 a.m. - 4:30 p.m.

JOB CODE TITLE
Management Analyst Supervisor 1

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
20	Prepares & projects annual supply needs for all copy centers: researches, reviews & negotiates equipment term contracts & maintenance agreements for numerous categories of supplies, services & equipment to operate copy centers; provides detailed information to allow creation of encumbrances for purchasing supply items; orders supply items; verifies delivery of goods & approves invoices for payment; researches detailed technological information about offset & xerographic equipment; determines production equipment needs to continue developing growth in production; plans & administers production center budget.	Knowledge of 1, 2, 4, 5, 7, (17) public procurement policies & rules;*; (18) current printing equipment technology; (19) biennial budget development process; (20) inventory control. Skill in 8, 9. Ability to 11, 12, 13, (21) understand, interpret & negotiate contracts, (22) use proper research methods in gathering data.
10	Performs general business administration duties: prepares correspondence; creates reports; develops & analysis budgets. Organizes & conducts special projects. Other duties as assigned.	Knowledge of 1, 2, 3, 7, 16, 17, 18. Skill in 8, 9. Ability to 11, 12, 21, 22.
	This position is overtime exempt.	*developed after employment.

JOB CODE
63215

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20005586 (13504.0) Printing Machine Supervisor
20005601 (13524.0) Electronic Design Coordinator
20005605 (13532.0) Electronic Design Coordinator
20005610 (13544.0) Electronic Design Coordinator

SIGNATURE OF AGENCY REPRESENTATIVE: Jeffrey Westhoven

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Appl 12-4-07 cl