



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services
Phone: (701) 328-3290

Class Code: 0920

DIRECTOR, CENTRAL SERVICES DIVISION

GRADE P

SCOPE OF WORK:

Work involves directing the operations and managing employees of the Central Services Division (CSD), which provides centralized procurement, in-house printing to include mainframe printing, surplus property distribution, and office supply services for state agencies, institutions, political subdivisions and the general public. This position reports to the Director, Office of Management and Budget.

DUTIES PERFORMED:

- Develop goals and objectives for the division in support of the overall mission of the Office of Management and Budget.
- Provide necessary coordination and communication for the effective operation of each unit to ensure the appropriate delivery of services by working with the program managers to develop and implement policies and procedures that are in compliance with federal law and state statutes and regulations to include promulgating administrative rules for the State Procurement Office.
- Develop and maintain a biennial budget for the division; monitor and approve expenditures.
- Perform human resource management functions for the division to include recruiting, hiring, retention, training, performance management, discipline, and salary administration.
- Develop and implement procedures to provide necessary reporting, record keeping, and maintenance of information to allow evaluation of the productivity level of all work units.
- Provide input to the overall operations of the Office of Management and Budget through participation in periodic meetings, short and long range planning processes, and provide recommendations for division support of OMB's overall goals and objectives.
- Oversee and participate in resolving vendor protests, contract administration issues, customer complaints regarding print jobs, mainframe print issues, clarifying vendor registration requirements clarifying federal eligibility requirements, use of federal surplus property; disposition of state-owned personal assets, etc. as appropriate.
- Develop, maintain, and update CSD's Information Technology plan according to instructions and guidelines from the Information Technology Department; coordinate CSD's plan with the overall IT plan for OMB.
- Prepare legislation in coordination with the Attorney General's Office and OMB Director to be introduced during legislative sessions as needed.

- Prepare and present testimony to appropriate legislative committees on legislation introduced by CSD and other legislation that affects CSD; monitor legislation development; work with legislators as needed to complete the process.
- May represent the division and/or any of its operations at national, state, and local associations or organizations that concern CSD.
- Oversee leases for building space and/or equipment (printing presses, high-speed digital copiers for Central Duplicating and the Mainframe Print Operation); maintain equipment replacement plans.
- Provide and manage resources to support efficient operation of all work units.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree and five years of professional-level work experience in a business environment that included managing staff and management of fiscal resources.

Eff. Date: 8/94

Rev: 3/04 –Updated scope, duties, minimum qualifications, grade, and factoring.

Rev: 10/01 – Updated minimum qualifications

Rev: 7/12 – Conversion to Hay System