



**NORTH DAKOTA
CLASS DESCRIPTION**

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

Class Code(s): 8643

STATE PRINTING MANAGER

Grade L

SCOPE OF WORK:

Work involves implementing the state laws related to management of Central Duplicating and Central Supply for the state of North Dakota in accordance with NDCC 54-44, 54-44.4, 46-01, and 46-02.

DUTIES PERFORMED:

- Create strategic plan for State Printing including Print Procurement, Central Duplicating and Central Supply to meet the printing and office supply needs of state agencies; develop and submit annual goals and objectives for areas/units; monitor implementation of goals and objectives.
- Plan, develop, and administer the biennial budgets; review and analyze activities, costs, operations, and forecasts to determine budget status and financial position; make recommendations to Director of Central Services Division.
- Plan, develop, recommend, and implement fiscal policies and operating procedures.
- Perform analysis of state agency printing needs to determine policy for print procurement; determine the types of services to be provided through Central Duplicating;
- Establish Central Duplicating and Central Supply rates; provide cost estimates to customer agencies.
- Coordinate delivery of services to agencies in compliance with state policy, rules, and statutes.
- Develop and administer term contracts for the five classes of printing; determine need for sixth class printing term contracts by conducting research or upon agency request.
- Develop and administer solicitations and contracts for printing.
- Perform long-range equipment planning and budgeting.
- Manage purchasing and inventory of materials to ensure adequate levels of supplies for Central Duplicating and inventory for Central Supply are maintained.
- Establish production operating procedures and customer service procedures; actively promote Central Duplicating and Central Supply services by developing communications for all state agencies related to print laws, rules, procedures, marketing and training.
- Direct, coordinate, and monitor staff and activities of Central Duplicating and Central Supply; perform personnel management duties involving training, development, and performance evaluation of assigned staff; determine appropriate staffing levels; recruit and hire staff.

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 in printing technology, business administration, marketing, communication, commercial art, graphic design, or a closely related field, and four years of work experience in a printing operation that provided knowledge of multiple printing functions and included supervisory responsibility. Additional work experience as described above may substitute for up to two years of the degree requirement on a year-for-year basis.

Deleted: 10/06

Reinstated: 08/12