

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1510

TITLE: DIRECTOR, PRINT, MAIL, AND ADMINISTRATIVE SERVICES DIVISION

GRADE: S-29

DEFINITION:

Under the administrative supervision of the Director of the Department of Cable Communications and Consumer Protection, administers County-wide printing, copying, and duplicating; mail and publication sales services; oversight of the department's accounting and finance, including budgeting, purchasing, and fiscal administration; develops and administers related policies and procedures; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

Not applicable.

ILLUSTRATIVE DUTIES:

Oversees and directs all of the activities of the Division, to include: Mail and Publication Sales Services; Printing, Copying, and Duplicating Services Center; and Budgets and Fiscal Administration;

Develops and administers operating policies and practices to maximize cost efficiency, and staff and equipment productivity;

Establishes programs and priorities and sets standards and objectives;

Provides direction and guidance to staff;

In cooperation with the Department of Cable Communications and Consumer Protection, oversees the preparation, justification, and execution of the department's budgets, and the oversight of all fiscal matters;

Oversees monitoring of contracts, and evaluates and prepares reports on vendors' performance;

Provides direction to staff in the management of the County's industrial fund-type cost systems for charge-back of agency support in printing services;

Oversees preparation of rate analyses and pricing formulas for billing of services;

Oversees investigation of the costing systems for the print shop to include determination of workload norms, evaluation of equipment, and recommendation for achieving greater economy;

Conducts cost-benefit analyses and prepares management reports and studies;

Develops plans for consolidating County mail and addressing services in order to provide for better workflow and more economical use of personnel;

Prepares, or oversees preparation of plans and specifications for contract projects, including estimating costs, developing requests for proposal, evaluating bids, recommending contract award, reviewing contractor work, and authorizing payment to vendors; and

Represents the County on Metropolitan Area Council of Governments committees, and provides staff support to other committees and boards related to the functional areas of the agency.

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REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Comprehensive knowledge of the principles, practices, and methods of personnel management, budgeting, contract and financial management, program planning, and administration;
Knowledge of the principles, processes, materials, and equipment used in reproducing and duplicating materials through the use of offset, mimeograph, photocopy, and other equipment;
Knowledge of the principles, processes, materials, and equipment used in the graphic arts field;
Knowledge of the materials, tools, and equipment used in binding and finishing;
Knowledge of the principles, equipment, and applications of lithography;
Knowledge of the principles and techniques of printing;
Knowledge of federal, state, and local procedures, policy regulations and legislation impacting each management area (i.e. Finance, Mail Services, Printing Services, and Publications Sales);
Ability to plan, organize, and direct the work of professional and support staff;
Ability to develop and execute long- and short-term plans;
Ability to develop and implement agency goals and objectives;
Ability to coordinate and manage change in operations;
Ability to research, analyze, and evaluate complex data, and develop perceptive and innovative recommendations;
Ability to speak and write clearly and concisely;
Ability to prepare clear and concise reports and other informational material;
Ability to establish and maintain good working relationships with others, including high-level public and private-sector officials.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to:
Graduation from accredited four-year college or university with a degree in public administration, business administration or a related field; PLUS
At least five years of general management experience with work in logistics and supervision of large teams of employees, including considerable experience in the management of multi-function document services environment (i.e. reprographics, duplicating, digital and offset printing, and mail room operations) and two years in financial management.

CERTIFICATES AND LICENSES REQUIRED:

None.

ESTABLISHED: December 14, 2005