

**State of Michigan
Civil Service Commission**
Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code

1. STDDADM1P06N

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.

2. Employee's Name (Last, First, M.I.) VACANT	8. Department/Agency TECH, MGMT AND BUDGET - MB
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
4. Civil Service Position Code Description State Administrative Manager-1	10. Division Logistics & Operations Support
5. Working Title (What the agency calls the position) State Administrative Manager 15	11. Section
6. Name and Position Code Description of Direct Supervisor WRIGHT, SETH, T; STATE DIVISION ADMINISTRATOR	12. Unit
7. Name and Position Code Description of Second Level Supervisor BOLLES, TIMOTHY D; SENIOR MANAGEMENT EXECUTIVE	13. Work Location (City and Address)/Hours of Work 7461 CROWNER DR; LANSING, MI 48917 / 7:30am – 4:00pm; Monday-Friday or variation

14. General Summary of Function/Purpose of Position

This position exercises considerable judgement to interpret and carry out the mission of Logistics & Operations Support (LOS). This position oversees projects in coordination with other State Departments and agencies. This position will serve in a leadership role to staff and assist the Division Director and Senior Management Executive in overall policies for sound practices and management of Warehouse Services including Depot Logistics and Forms & Publications, Surplus Services and Delivery Services, including ID Mail and Freight Delivery for all departments and agencies in the Executive Branch. This position will work with staff to maintain alignment with the Departments overall strategic plan and will maintain positive relationships. Excellent communication skills are imperative. Creation of Individual Performance Management plans for direct reports, knowledge of all aspects of supervisor techniques is required.

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary:

Percentage: 60

Coordinate, direct and administer work activities of all functions in LOS.

Individual tasks related to the duty:

- Develop and monitor performance measures to gauge accuracy of work performed by staff.
- Oversee the development of processes, procedures and standards.
- Provide recommendations to senior personnel on how to improve organizational effectiveness and efficiency.
- Act as a liaison/point of contact with agencies statewide, backing up the Division Director as required.
- Meet and confer with other management staff to identify common problems and solutions to insure proper coordination of projects.
- Assist in the successful planning, organizing and implementation of the strategies identified in the Department and Division Strategic Plans.
- Monitor customer satisfaction.
- Maintain accurate records and documents.
- Ensure correct business, legal and technical policies and procedures are adhered to.
- Meet with staff on a regular basis to discuss their needs, issues and concerns and maintain communication among staff providing feedback as needed to create partnerships with State Agencies.
- Perform timely Individual Performance Management reviews and plans.
- Provide staff with information requires in an accurate and timely manner to allow them to make good decisions to provide excellent customer service.
- Provide periodic reports to staff to assist them in the management of their respective areas.
- Assist staff in preparing and interpreting required reports, plans and information.
- Provide consultation, evaluation, assistance and feedback to agency staff within assigned departments.

Duty 2

General Summary:

Percentage: 30

Program planning/development and financial planning

Individual tasks related to the duty:

- Develop, promote and control department objectives for implementation and operation of centralized programs statewide.
- Meet with specialists and representatives from within the State of Michigan and the private sector to determine effective methods for department objectives for current and future needs and maintain awareness of new service methods, technology, and equipment.
- Develop new services, customer relations, long-term planning and strategic planning which benefit the program and department goals and objectives.
- Work with the Financial Management Division to develop annual program budget for staff, equipment, overhead, inventory, rent and support.
- Reviews historical data, accounting and SIGMA reports, current trends, and departmental objectives to project cost and rate adjustments.
- Organize budget projections and reconciliation by reviewing quarterly statements of operations with Financial Management.
- Develop operational objectives to maximize efficiencies and ensue the most cost effective method of performing the functions associated with the LOS programs.
- Prepare and process requisitions for the acquisitions of equipment and supplies necessary to carry out program operations.
- Manage contracts associated with LOS including service and maintenance.
- Monitor impact of state and federal legislation that may have an impact on any of the LOS programs. Confer with officials of federal, state and local agencies, legislators, governor's aids, professional organizations, and special interest groups on matters relating to LOS programs.

Duty 3

General Summary:

Percentage: 10

Other duties as assigned.

Individual tasks related to the duty:

- Other duties as assigned by management.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

Within general guidelines, decisions relating to the organization and priority of work, normal customer relations issues and resolution of issues and normal supervisory issues. When customers and other state entities are directly affected by decisions.

17. Describe the types of decisions that require the supervisor's review.

Those that depart from established policies or guidelines. Decisions that could be perceived as setting or altering Office or DTMB policy.

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Minimal physical effort will be required. However, the associated responsibility of managing a production organization

including deadlines, changing economic environments and limited resources are very demanding.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>
VACANT	DEPARTMENTAL MANAGER-13	SCHUELLER, RYAN	DEPARTMENTAL SPECIALIST-13
SCHLEICHER, RACHELLE	DEPARTMENTAL ANALYST-10		
TURNER, RONALD	DEPARTMENTAL SUPERVISOR-3 12		

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- | | |
|--|---|
| ☒ Complete and sign service ratings. | ☒ Assign work. |
| ☒ Provide formal written counseling. | ☒ Approve work. |
| ☒ Approve leave requests. | ☒ Review work. |
| ☒ Approve time and attendance. | ☒ Provide guidance on work methods. |
| ☒ Orally reprimand. | ☒ Train employees in the work. |

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes.

23. What are the essential functions of this position?

To provide the expertise required to manage a diverse set of programs including Forms & Publications Warehouse, Depot Logistics, State and Federal Surplus, Freight and Moving Services, and ID Mail. Services provided impact all respects of State and Local units of government as well as Michigan's citizens. The position will be required to perform such tasks in a cost-efficient and cost-effective manner, on a timely basis; manage the resources and facilities associated with the scope of responsibility; and provide direction and oversight to facilitate future development and consolidation.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

N/A

25. What is the function of the work area and how does this position fit into that function?

The functions of State and Federal Surplus are the allocation and distribution of both State and Federal property to the citizens of Michigan and also distribution of property for State Agencies, local units of government and non-profit organization. The function of Delivery Services is to deliver freight for customers around the State of Michigan, sort and distribute both ID Mail and US Postal mail, and perform moving services for State Agencies. The function of Depot Logistics is to provide the inventory, shipping, receiving, and end of asset life disposition for IT assets for all State Agencies across the State of Michigan. The function of the Forms & Publications unit is inventory management, shipping, and receiving of forms, publications, envelopes, and other periodicals. These items are distributed around the State of Michigan for a variety of State Agencies. The role of the State Administrative Manager is to oversee and direct the operations, personnel, financial management, planning and strategies of these programs to ensure they are providing the highest level of service for State Agencies and the citizens of Michigan.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Possession of a bachelor's degree in any major.

EXPERIENCE:

State Administrative Manager 15

Four years of professional experience, including two years equivalent to the experienced (P11) level or one year equivalent to the advanced (12) level.

Alternate Education and Experience**State Administrative Manager 15**

Education level typically acquired through completion of high school and two years of safety and regulatory or law enforcement experience at the 14 level; or, one year of safety and regulatory or law enforcement experience at the 15 level, may be substituted for the education and experience requirements.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of supervisory and management techniques.

Thorough technical knowledge of the principles and practices of LOS.

Thorough knowledge of the laws, and regulations pertaining to LOS.

Ability to instruct, direct, and evaluate employees.

Ability to communicate effectively with a broad range of audiences including executive/legislative bodies and the media.

Ability to maintain confidentiality and exercise discretion with information dissemination.

Ability to proficiently perform fact finding/data gathering and report writing for such audiences as the Director's Office and Financial Services.

Ability to maintain favorable relations including skill in establishing and maintaining effective working relationships.

Knowledge and skills necessary to perform input/output from standard PC based applications including Microsoft Office, Microsoft Word, and Excel.

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

None.

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.

I certify that the entries on these pages are accurate and complete.

Appointing Authority

Date

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

SETH WRIGHT

Employee

Date