

**State of Michigan
Civil Service Commission**

Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code

1. STDIVADM17N

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.) 	8. Department/Agency TECH, MGMT AND BUDGET - MB
3. Employee Identification Number 	9. Bureau (Institution, Board, or Commission) Office of Support Services
4. Civil Service Position Code Description STATE DIVISION ADMINISTRATOR	10. Division Logistics & Operations Support
5. Working Title (What the agency calls the position) Division Director	11. Section Archives, Delivery, Depot, Records Management, Surplus & Warehouse/Depot
6. Name and Position Code Description of Direct Supervisor BOLLES, TIMOTHY D; SENIOR MANAGEMENT EXECUTIVE	12. Unit
7. Name and Position Code Description of Second Level Supervisor BUHS, CALEB; SENIOR CHIEF DEPUTY DIRECTOR	13. Work Location (City and Address)/Hours of Work 7461 CROWNER DR; LANSING, MI 48917 / 8:00am – 5:00pm; Monday-Friday (Hybrid)
14. General Summary of Function/Purpose of Position This position leads and directs the activities of the Logistics & Operations Support Division, which has responsibility for Delivery Services, Warehouse Services (Depot Logistics and Forms & Publications), Surplus Services, Records Management Services, and the Archives of Michigan.	

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: 20

Direct Records Management Services provided to state and local government agencies, notably retention and disposal schedules, training programs, micrographics and document imaging services and storage and retrieval of inactive paper records.

Individual tasks related to the duty:

- Research and analyze technology to ensure the most appropriate and state-of-the-art technology is utilized to expedite the provision of records management services to all departments.
- Consults with and oversee vendors who provide goods and services.
- Identify efficiencies and cross functional opportunities.
- Identify customer needs, develop, and market new services as necessary to meet those needs.
- Review data from various sources to identify trends in customer demands and ensure adequate response to needs.
- Develop short and long-range objectives.
- Develop and measure a set of key output indicators.
- Provide customer outreach and training
- Direct Operations of the enterprise eSignature Solution.

Duty 2

General Summary:

Percentage: 20

Direct the activities of the Archives of Michigan.

Individual tasks related to the duty:

- Set and monitor budgets.
- Create long and short-term plans with clear, achievable goals.
- Set and adjust priorities.
- Administer archival accessioning, arrangement and description, and access of/to records.
- Ensure public and state government access to Archives collections.

Duty 3

General Summary:

Percentage: 15

Direct services provided to agencies by warehouse operations to ensure quality service to customers. Establish a strategic plan to meet short and long term warehousing needs for the State of Michigan. Proactively assist customers within warehouse needs.

Individual tasks related to the duty:

- Empower staff to make best decisions in support of customer within resource constraints.
- Monitor day-to-day operations.
- Identify efficiencies and cross functional opportunities.
- Identify customer needs, develop, and market new services as necessary to meet those needs.
- Review data from various sources to identify trends in customer demands and ensure adequate response to needs.
- Create short- and long-term strategic goals.
- Continually evaluate statewide warehousing needs.
- Market and communicate services to current and potential new customers.
- Provide warehouse support as needed, and as available, to support emergencies occurring in Michigan.

Duty 4

General Summary:

Percentage: 15

Direct services provided to agencies in the area of delivery operations to ensure quality service to customers.

Individual tasks related to the duty:

- Identify efficiencies and cross functional opportunities for delivery options.
- Identify customer needs, develop, and market new services as necessary to meet those needs.
- Review data from various sources to identify trends in customer demands and ensure adequate response to needs.
- Develop short and long-range objectives.
- Develop and measure a set of key output indicators.

Duty 5

General Summary:**Percentage: 15**

Direct services provided in the area of state and federal surplus to ensure quality service to customers.

Individual tasks related to the duty:

- Oversee the day-to-day operations of the surplus programs consistent with customer needs and relevant laws.
- Plan for future needs of customers.
- Find innovative ways to increase sales.
- Communicate Administrative Guide policies to agencies disposing of property.
- Develop comprehensive knowledge of the Federal Surplus State Plan of Operations and all applicable Federal regulations that guide the program.
- Oversee the Director of the Michigan State Agency for Surplus Property (SASP) and ensure they are an active member of the National Association of State Agencies for Surplus Property (NASASP).

Duty 6**General Summary:****Percentage: 5**

Serve as a member of the OSS Leadership Team, supporting the DTMB strategic plan and direction including program development and implementation to support overall DTMB direction and outcomes.

Individual tasks related to the duty:

- Develop warehouse, depot, surplus, records management and delivery services action plans, metrics, etc., which support the overall DTMB strategic plan and statewide objectives.
- Implement DTMB strategic initiatives within the division.
- Participate on councils, task forces, and committees as required.
- Report division activities to senior management.

Duty 7**General Summary:****Percentage: 5**

Select, direct, and evaluate staff.

Individual tasks related to the duty:

- Select staff, ensuring equal opportunity in hiring, promotion, and other employment practices.
- Establish performance standards and provides ongoing assessments of staff performance.
- Advise staff in the resolution of sensitive, complex, or precedent-setting situations.
- Determine staff assignments and establishes project guidelines and measures.
- Provide resources of training.

Duty 8**General Summary:****Percentage: 5**

Develop billing models and rate structures in coordination with Financial Services. Monitor financial performance to ensure program viability.

Individual tasks related to the duty:

- Provide programmatic detail to support rate development.
- Manage processes to ensure adequate billing information is available by customer.
- Respond to customer inquired and requests for program analysis.

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

Manage decisions related to recruitment, employee performance ratings, timekeeping and disciplinary actions as appropriate. Establishing work objectives, production goals, and priorities for the division. Decisions made impact departments' ability to timely and effectively communicate with their customers.

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

Approval of overall direction of the division. Any decision, which required additional appropriate or major changes to appropriation use. Any decisions that might have statewide political exposure or impact. Annual rate developmental process.

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.

Various work areas may contain dust, dirt, and loud noises in the warehouse environment. Multiple work locations, Ability to attend offsite meetings and seminars, which require an automobile and the ability to operate one.

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>
SCHUELLER, RYAN G	DEPARTMENTAL SPECIALIST-2 13	AHMETI, LORESA	EXECUTIVE SECRETARY-E E10
HARVEY, MARK E	STATE ADMINISTRATIVE MANAGER-1 15	SAMPLE, BRICE	STATE ADMINISTRATIVE MANAGER-1 15
WRIGHT, SETH T	STATE ADMINISTRATIVE MANAGER-1 15	DEMELLO, RICHARD L	STATE OFFICE ADMINISTRATOR-FZN 17
Additional Subordinates			

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

- | | |
|--|---|
| <input checked="" type="checkbox"/> Complete and sign service ratings. | <input checked="" type="checkbox"/> Assign work. |
| <input checked="" type="checkbox"/> Provide formal written counseling. | <input checked="" type="checkbox"/> Approve work. |
| <input checked="" type="checkbox"/> Approve leave requests. | <input checked="" type="checkbox"/> Review work. |
| <input checked="" type="checkbox"/> Approve time and attendance. | <input checked="" type="checkbox"/> Provide guidance on work methods. |
| <input checked="" type="checkbox"/> Orally reprimand. | <input checked="" type="checkbox"/> 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?

Direct the activities of the Delivery, Depot, Records Management, Archives, Surplus & Warehouse Divisions. Report division activities and accomplishments to department leadership. Complete an annual business plan wherein program goals and direction are set. Adhere to all financial, audit, and security requirements.

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

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

The Office of Support Services is responsible for the provision of services required by all state departments, including mail, printing, records management, archives, delivery, depot logistics, warehouse, surplus property, and vehicle and travel services. The position administers all aspects of delivery, depot, records management, archives, surplus and warehouse services.

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 Division Administrator 17

Two years of experience as a professional manager or program/staff specialist, or equivalent experience.

Alternate Education and Experience

State Division Administrator 17

Education level typically acquired through completion of high school and three years of safety and regulatory or law enforcement experience at the 14 level; or, two years 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:

- Strong leadership and interpersonal skills are essential.
- Ability to:
 - manage various tasks simultaneously.
 - communicate effectively.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Valid driver's license preferred.

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.

N/A

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

STACI ERICKSON

Appointing Authority

7/29/2025

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.

Employee

Date