

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 TRANSPORTATION CENTRAL OFFICE
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Finance & Administration
4. Civil Service Position Code Description Storekeeper Supervisor-1	10. Division Financial Operations
5. Working Title (What the agency calls the position) Engineering Print Sub-Unit Supervisor	11. Section Office Services
6. Name and Position Code Description of Direct Supervisor BANCROFT, KURT; REPRODUCTION MACHINES SPV-3	12. Unit Office Services
7. Name and Position Code Description of Second Level Supervisor BELONGA, KEITH M; DEPARTMENTAL MANAGER-4-FZN	13. Work Location (City and Address)/Hours of Work 7575 Crowner Dr Lansing, MI 48917 / M-F 7:30-4:30pm AWS
14. General Summary of Function/Purpose of Position This position functions as the first-line supervisor of the Engineering Print Sub-Unit and Central Warehouse in the Financial Operations Division. This position is responsible for overseeing production and deadlines for engineering copying requests to support the bid letting process, and the storage, inventory, and distribution of forms, publications, and the official transportation map. This position also oversees the Central Warehouse and the inventory within, including purchasing, shipping, receiving, processing orders and collaborating with department staff on inventory issues.	

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: 50

Provide supervision of the Engineering Print Sub-Unit and Central Warehouse.

Individual tasks related to the duty:

- Provide direction and oversight to staff activities and practices, determine best practices, and ensure sharing of these best practices across the state.
- Coordinate activities by scheduling work assignments and establishing job priorities.
- Inspect work for accuracy and quality.
- Monitor orders in process to ensure due dates are met in a timely manner.
- Ensure that machine maintenance is scheduled and performed at the necessary time intervals. Determine the need for equipment repair or replacement.
- Provide staff with necessary supplies to complete their work in a timely and professional manner.

Duty 2

General Summary:

Percentage: 40

Customer Service and production.

Individual tasks related to the duty:

- Communicate with customers in person, by telephone, and e-mail to discuss services provided, available options, delivery dates, production schedules, job status and to resolve customer complaints.
- Estimate costs of jobs for customers.
- Oversee the assembly of materials into booklets, pamphlets, and brochures.
- Resolve supply problems and/or investigate new equipment and supplies which may include meeting with vendor representatives.
- In collaboration with department staff and vendor representatives research and identify the best options for items contained within the Central Warehouse including durability of products, supply, and cost.
- Work with department staff to train and support the usage of Statewide Integrated Governmental Management System (SIGMA) Inventory including ordering, transfers and receiving.
- Monitor and stock inventory to ensure items are available in a timely manner for department use. This includes purchasing items, receiving items, and distribution to department facilities.

Duty 3

General Summary:

Percentage: 5

Supervise and monitor employee performance.

Individual tasks related to the duty:

- Establish performance expectations for unit staff, ensuring the effective use of the performance management system throughout the unit and complete performance evaluations for employees.
- Handle unit employee relations including the filling of vacant positions, recommending reclassifications/job changes, coordinating and conducting staff meetings, and labor relations activities.
- Approve time sheets timely as well as the use of leave privileges for staff.
- Mentor staff and facilitate knowledge management within the unit. Proactively work with staff to understand their professional goals and to identify professional development opportunities to help them achieve those goals.
- Train new unit employees.
- Train all unit employees when new methods or procedures are established.

Duty 4

General Summary:

Percentage: 5

Prepare weekly, monthly, and annual reports for the work area as well as oversee the annual inventory review for the Central Warehouse.

Individual tasks related to the duty:

- Maintain billing information, production information, activity reports, and provide miscellaneous reports as assigned.
- Oversee the annual inventory review for Central Warehouse including self-audit on items with discrepancies.
- Work as the contract lead with Purchasing to create contracts for items within the Central Warehouse.

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

Decisions on the assignments of staff, determining the best method for reproduction, how to prioritize multiple rush orders, and checking the quality of work to be certain it meets quality standards. Approve leave and/or vacation time as appropriate to maintain a steady workflow in the unit.

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

Actions taken when handling a personnel issue or when needing to escalate a customer complaint.

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.

This position requires the ability to move/transport supplies weighing up to 50 pounds , and work in a busy area surrounded by noise, machines, and paper dust. Must be able to remain in a stationary position for extended periods of time. Position may require availability outside normal working hours based on operational needs.

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>
DAVIS, CHRISTOPHER A	REPRODUCTION MACHINES OPER-A 7	STEELE, WILLIAM Z	STOREKEEPER-E E6
HODGES, CHAD M	STOREKEEPER-E E6	BEGLEY, RYAN S	STOREKEEPER-A 7

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?

This position functions as the first-line supervisor of the Engineering Print Sub-Unit and Central Warehouse in the Financial Operations Division. This position is responsible for overseeing production and deadlines for engineering copying requests to support the bid letting process, and the storage, inventory, and distribution of forms, publications, and the official transportation map. This position also oversees the Central Warehouse and the inventory within, including purchasing, shipping, receiving, processing orders and collaborating with department staff on inventory issues.

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 Engineering Print Sub-Unit is responsible for the reproduction of engineering plan sheets in support of the bidding process for road and bridge construction. It is also responsible for the storage and distribution of forms, publications, and the official Transportation Map. This service is provided on a Statewide basis to all other departments in the Executive branch. This position provides supervision of the employees and job production responsibilities.

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

EDUCATION:

No specific type or amount is required.

EXPERIENCE:

Storekeeper Supervisor 8

Five years of experience equivalent to a Storekeeper, including three years equivalent to a Storekeeper E6 or two years equivalent to a Storekeeper 7.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- storing material and supplies and maintaining an inventory control system
- various computer programs (e.g. Microsoft Outlook, Word, UPS Online, etc.)
- supervisory techniques

Ability to:

- establish priorities, organize and assign work, and supervise the Sub-Unit
- communicate effectively with others utilizing various communications devices
- train new employees in the operation of reproduction equipment
- establish quality and quantity standards

CERTIFICATES, LICENSES, REGISTRATIONS:

N/A

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.

JENNIFER HADDON

7/9/2025

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.

Employee

Date