

LEGISLATIVE COUNCIL POSITION DESCRIPTION

THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT.

POSITION: Print Production Assistant

AGENCY: Legislative Service Bureau

DIVISION: Legislative Printing Division

SALARY SCHEDULE RANGE: F

POSITION: Full-time

GENERAL DESCRIPTION OF POSITION:

This position provides a variety of administrative support for the Legislative Service Bureau Printing Division and serves as the division's on-site primary contact for customer service and inquiries. Responsibilities include, but are not limited to, performing division purchasing functions, overseeing building maintenance, assisting with production order entry and council printing rule approval process, file maintenance, division timekeeping, and serves as liaison with contracted cleaning crew. This position serves as back-up to and reports to the Print Production Manager.

EXAMPLES OF WORK:

- Serves as the primary division contact for physical on-site visitors and main line phone coverage.
- Performs division purchasing functions, including creation of purchase orders, verbal or electronic placement and receiving of orders, purchase order record retention, and assisting vendors with billing questions.
- Updates the PMS inventory system to reflect receipt of raw materials and supplies.
- Electronically sends monthly delivery slip records to the House Business Office.
- Collects and maintains printed samples for distribution to House Printing Coordinators.
- Oversees building maintenance functions and works with building management company on operating issues, including parking lot lighting, lawn maintenance and snow removal, water, and sewer issues.
- Serves as liaison with contracted cleaning crew to coordinate supply deliveries, floor stripping and waxing, and schedule changes.

- Oversees the building's security system and serves as the primary contact for the security vendor.
- Coordinates annual hearing tests for staff.
- Monitors office supplies and orders supplies, as necessary.
- Maintains petty cash account and records.
- Serves as the Division Timekeeper. Works closely with Foremen and employees to ensure timekeeping records are accurate. Performs biweekly timesheet audit, reviews differential forms, and works with the Human Resources Office on time keeping records.
- Ensures adherence to Council Printing Rules during job intake process.
- Performs all electronic and physical file keeping, oversees the records retention process and disposal schedule for the Legislative Printing Division.
- Maintains record of annual contract intervals and renewal notifications.
- Works in conjunction with the Print Production Manager to facilitate job intake, completion, and billing. Serves as back-up to the Print Production Manager, as needed.
- Performs other duties and special projects as assigned.

MISSION STATEMENT PRINCIPLES AND GOALS

- Displays a collaborative attitude toward co-workers and other Legislative Council Staff
- Provides high-quality services and products to members of the Legislature and other customers.
- Acts and presents themselves in a professional manner.
- Takes initiative in improving one's knowledge, skills, and judgments to better serve the Legislature.

KNOWLEDGE, SKILLS, AND ABILITIES THE EMPLOYEE SHALL EXHIBIT IN THE POSITION:

- Knowledge of modern office procedures related to record keeping and office operations with the ability to use and maintain general office equipment.

- Ability to learn and use advanced features of internal software programs and databases, including email, employee self-service, the Council's purchasing system, employee timekeeping system, and specialized Print Shop programs.
- Must have intermediate to advanced level skills in Microsoft Office Suite.
- Knowledge and ability of correct spelling, English usage, and punctuation to compose routine correspondence and reports.
- Ability to perform complex mathematical functions and balance petty cash fund.
- Ability to prioritize work, perform multiple tasks and meet deadlines with minimal supervision.
- Excellent interpersonal and communication skills, including the ability to exhibit professional and courteous telephone skills.
- Demonstrated customer service skills to collaborate with internal staff and external individuals, including legislative staff, visitors, sales calls, etc.
- Strong analytical ability to manage moderately complex administrative details, such as establishing and maintaining record keeping systems, assembling reports from a variety of sources, and conducting product and print inventory.
- Excellent organizational skills with strong attention to detail.
- Ability to deal with frequent changes, delays, and unexpected events.
- Ability to learn and interpret LSB policies and procedures and apply them effectively with Print Shop staff.
- Ability to solve problems independently, use discreet and good judgment in all areas of work, and maintain confidentiality on politically sensitive matters and management responsibilities.
- Ability to suggest and implement process improvement initiatives.

MINIMUM QUALIFICATIONS FOR THE POSITION:

- High school graduate or GED certificate required. Related postsecondary education preferred.
- Minimum three years of prior office experience required. Prior print shop work experience preferred.

- Proficiency in using personal computers and software is required, including Microsoft Office Suite and experience with database management. Experience with Adobe Suite preferred.
- Experience with maintaining time keeping records and office purchasing functions preferred.
- Billing and inventory management experience preferred.

NECESSARY SPECIAL REQUIREMENTS:

- Occasional overtime and irregular hours as required.