

**Office of State Budget and Management  
Establish New, Receipt-Supported Positions  
(G.S. 143-34.1)**

Agency: Agriculture and Consumer Services

Division: Agricultural Statistics

Budget Code: 13700

Center Title: Agricultural Statistics

Center Number: 1050-1802

\*\*\* Position Information \*\*\*

Proposed Classification: Print Shop Manager I Proposed Salary Grade: 69

Salary Range: \$30,156 - \$48,779 Proposed Effective Date: 10/01/05

Number of Positions: 1

	<u>Center Authorized Budget</u>	<u>Current Request</u>
Total Budget	\$221,500	\$59,186
Receipts	<u>\$221,500</u>	<u>\$59,186</u>
Appropriation	\$0.00	\$0.00

Funding Source(s): USDA/NASS

Justification for Position (including description of duties and responsibilities): The primary purpose of this position is to manage all aspects of the print shop and bulk mail operations for the Department. This includes but is not limited to contacting and advising various department officials on the Department's printing / bindery / mailing capabilities. Daily responsibilities include reviewing printing requests, supervising print shop employees, managing and prioritizing work flow, conducting quality control, ordering paper, ink, plates, and other printing supplies. Calculates and verifies unit pricing and assists Divisions to operate within their printing budgets. Must be able to operate and train personnel on each piece of equipment, oversee the maintenance and repair of all equipment, review and recommend acquisition of new equipment, maintain adequate inventory of supplies, and prepare, analyze and review financial billings and summary. The top of the salary range will be needed if a promotion from within the division is made. A cooperative agreement with USDA-NASS has been approved at this level of funding for the print shop manager position.

Statutory Reference for Request  
GS 143-34.1

Presentation to be made by  
Clara Gay, Director of Budget & Finance

Title

*Steven W. Dwyer*  
Agency Head Signature

*David J. Casey*  
State Budget Officer Signature

SCS  
10/11/05