

**OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF PERSONNEL**

**MICROGRAPHICS MANAGER**

**Position Code: K6250**

**DISTINGUISHING FEATURES OF THE CLASS**

Under administrative direction, performs managerial duties within the Micrographics Division responsible for planning, organizing, directing and evaluating the Source Document Microfilming and Laboratory Services or the COM Services Section; serves as technical expert in the field of micrographics; consults with other state agencies, outside sources and users to assure maximum potential of division personnel and equipment.

**ILLUSTRATIVE DUTIES AND RESPONSIBILITIES**

1. Plans, organizes, directs and evaluates the activities of the Source Document Microfilming and Laboratory Services Section or the COM Services Section; insures effective administration of established policies within assigned area; controls filming techniques and procedures to maintain and/or improve quality output and efficient operation; oversees equipment maintenance and adjustments within area.
2. Develops and maintains user agency contacts to coordinate new programs through all testing stages; technically evaluates the output of all services and coordinates processing for all new users; assists in the system analysis or design required to convert files from paper to film.
3. Consults with other Secretary of State departments, state agencies and county or local governmental units in the areas of equipment, systems, procedures and standards; communicates with other agencies, key industry and NMA personnel to maintain and improve microfilm or microfiche quality, existing procedures and technical expertise of all personnel involved in the microfilming operation within the Micrographics Division or to assist others in improving their standards.
4. Devises test procedures and participates in testing and evaluating new or improved products, equipment or techniques with responsibility for selecting items for possible future use within the Division; keeps abreast of all micrographics industry trends, changes and improvements evaluating against division equipment and techniques to determine and recommend such changes leading to increased efficiency of personnel or reduced costs of production developing new or revised objectives for divisional programs and procedures to meet goals.

**MICROGRAPHICS MANAGER (Continued)**

5. Plans, writes, coordinates and conducts lectures and seminars on all phases of micrographics for internal or external training purposes.
6. Compiles statistics to develop data relating to film, equipment, maintenance and personnel costs to determine annual production costs for division services.
7. Performs other duties as required or assigned.

## **REQUIREMENTS:**

### **Education and Experience**

Requires knowledge, skill and mental development equivalent to completion of four years of college with courses in photographic and optical processes, microphoto and computer output microfiche and two years of practical experience in a governmental or commercial micrographic service preferably including one year in an administrative capacity.

### **Knowledge, Skills and Abilities**

Requires thorough knowledge of the photographic and optical process involved in source document microfilming systems.

Requires thorough knowledge of current microfilm systems.

Requires thorough knowledge of computer output microfiche production.

Requires extensive knowledge of the principles of practices of public and business administration.

Requires working knowledge of the principles of business accounting.

Requires ability to develop and manage a comprehensive micrographics program.

Requires ability to develop, install and evaluate new and revised methods, procedures and standards.

Requires ability to develop and maintain cooperative managerial relationships.

Requires ability to maintain satisfactory working relationships with superiors, employees, outside agencies and related industry personnel.

Requires ability to communicate both orally and in writing and to express technical ideas and terminology in clear, understandable terms.

Approved by the Secretary of State Merit Commission - December 14, 1988

Effective - December 16, 1988

## **MICROGRAPHICS MANAGER (Continued)**

## **EXAMINATION INFORMATION**

Tests and Weights: Education and Experience, 100%

Length of Eligibility: 1 year