



## Position Description: Production and Facilities Specialist

<b>Title:</b> Production and Facilities Specialist	<b>Department:</b> Operations
<b>Reports To:</b> Chief Financial Officer	<b>Supervises:</b> Vendors and temporary employees
<b>Date Issued:</b> 2020	<b>Date Modified:</b> 5/10/2024
<b>FLSA Status:</b> Non-Exempt	<b>Status:</b> Full-time
<b>Work Location:</b> Main Office	<b>Schedule:</b> Monday-Friday, Business Hours

### About the Position

**Position:** The Production and Facilities Specialist is a critical component of OHSAA's operations team, and is responsible for the efficient and effective delivery of production services to support the Association. Primary responsibilities include printing services, mailroom, shipping and receiving, and facilities management functions. This is an on-site, full-time position located at OHSAA's headquarters in Columbus, OH. To learn more about the OHSAA visit [www.ohsaa.org](http://www.ohsaa.org).

### Essential Responsibilities

The Production & Facilities Specialist serves OHSAA member schools through these responsibilities:

- Cultivate the mission and values of the Association; assist in achieving strategic long and short-term financial and operational goals; suggest new processes and approaches to achieve them.
- Provide excellent internal and external customer service on a daily basis, while prioritizing staff needs on issues related to facilities, printing, mail and transportation.
- Handle general copying and printing; operate and maintain commercial-grade printing equipment; design and configure printing materials; produce publications such as tournament programs, media guides, directories, tournament credentials, business cards, parking passes, etc.
- Maintain in-house inventory of supplies including paper supplies, boxes, custom envelopes, DVD supplies, and copier toner; assist in managing kitchen and other supplies in absence of Executive Assistant.
- Deliver and pick up mail and heavy packages; handle sending and receiving mail, UPS, FedEx and large truck shipments; deliver throughout facility; process and apply postage to outgoing mail; prepare pre-sort mail; prepare and submit to USPS Bulk Mail Entry Unit (BMEU); transport bags/trays to mail handling complex daily; prepare outgoing shipments; set up/pack/ship materials for various departments and events; maintain a neat and orderly mailroom.
- Handle routine and emergency facility matters; raise/lower flag daily; ensure walkways and parking lots are clear and safe; ensure proper maintenance of OHSAA facilities and grounds; schedule routine maintenance; obtain necessary permits; schedule inspections; make recommendations for repair and replacement as needed; recommend outside contractors to supervisor as needed; supervises work of outside contractors.
- Conduct annual facility needs assessment and provide recommendations to supervisor; collaborate on facilities master plan; provide input on deferred maintenance issues.
- Identify opportunities to improve efficiency and reduce expenses; work with the CFO on purchasing and procuring services; develop process for competitive pricing related to expenses within areas of responsibility; review proposals and bids as requested; CFO to sign all contracts.
- Maintain library of DVDS, CDS, & flash drives of state tournaments, PSA's, & educational items; process and fill orders; maintain record of sales.

- Monitor building security cameras after hours and respond to incoming calls from security; review and monitor security log and alarm activity and inform supervisor of issues.
- Coordinate maintenance and use of company van; coordinate signing van in/out; hold keys; coordinate rental vehicles as needed.
- Serve as liaison to outside providers of refuse removal, document destruction, industrial hygiene and custodial services.
- Create staff IDs and business cards, board passes, OPSWA IDs. Coordinate with Croton Craft for nameplates as needed.
- Maintain & change displays in lobby showcase as needed.
- Assist with setting up OHSAA booths at conferences, clinics and various events; occasional weekends and non-traditional work hours.
- Assist staff with mailings related to tournament awards and equipment mailing and administrative items such as personal mailings.
- Attend and participate in staff meetings and/or meetings or activities as requested.
- Being professional at all times is an essential function of this position, especially when dealing with members or fellow employees whether in person, over the telephone or through email communications. All employees are entitled to a 100% non-hostile environment.
- Perform other duties as requested by supervisor.

#### **Required Knowledge, Skills & Abilities**

- Must believe in the core values of the OHSAA and be driven by its mission.
- Ability to work independently with minimal supervision.
- Provide high levels of customer service and a friendly, cooperative attitude. Maintain professionalism when interacting with co-workers, members, vendors, and others involved with Association business.
- Solid computer skills with the proven ability to learn new software.
- Ability to maintain confidentiality.
- Ability to communicate effectively in writing and verbally using proper grammar and solid comprehension of English language.
- Excellent time management skills with proven ability to meet and exceed established deadlines and respond in timely manner.
- Excellent organizational skills and attention to detail; ability to produce high quality, error-free work on a consistent basis.
- Able to effectively manage multiple priorities with competing deadlines.
- Demonstrated ability to cooperate, collaborate and communicate with co-workers, supervisors, member schools, Board members, vendors, and the public to foster a cooperative environment.

#### **Qualifications**

- **Education:** High school diploma or GED required; bachelors degree a plus.
- **Experience:** Prior experience in printing services, facilities or property management required.
- **Technology:** Proficient in utilizing Microsoft Office, mailing and production software a plus.
- **Equipment:** Computer, postage equipment, printing equipment, tools and facilities equipment.
- Must have valid driver's license. Daily local travel to post office; occasional statewide travel for events.
- Occasional overtime and weekends may be required.
- Desire to learn.

Note: Background check required.

### **EMPLOYMENT BENEFITS**

- Compensation is commensurate with experience and non-profit standards. The anticipated full-time starting hourly rate is \$22.00-\$25.00.
- Generous benefit package includes medical/vision/dental insurance, life and disability insurance, contributions to health savings account and retirement plan, cell phone allowance.
- Paid time off for vacation, sick, personal and holidays.
- Other benefits as approved by the Board of Directors.

### **APPLICATION PROCESS AND TIMELINE**

Submit the following materials as one (1) PDF file to [accountingjob@ohsaa.org](mailto:accountingjob@ohsaa.org)

- Letter of interest
- Resume
- List of three (3) professional references with complete contact information

**Completed applications must be received by May 28, 2024 in order to be considered.**

### **OHSAA OVERVIEW**

Formed in 1907, the Ohio High School Athletic Association is a not-for-profit association of public and private high schools and 7th-8th grade schools. Approximately 818 high schools and nearly 760 7th-8th grade schools belong to the OHSAA, which represents over 350,000 students competing in 28 sanctioned sports (14 for boys and 14 for girls).

Schools voluntarily become members of the OHSAA. The Association renders decisions on student eligibility, organizes state and regional tournaments with nearly 1.2 million fans in attendance, and manages the licensing of over 15,000 officials. The OHSAA currently collects no membership dues and receives no tax money. The Association operates a \$20 million budget with the primary source of financial support coming from tournament gate receipts.

The OHSAA's mission statement is "To serve our member schools and enrich interscholastic opportunities for students." Its motto of "Respect the Game" places an emphasis on good sportsmanship, ethics, and integrity when it comes to how schools, coaches, athletes, and parents conduct themselves when participating in the arena of high school athletics.

OHSAA is an affirmative action/equal opportunity employer. OHSAA provides equal employment opportunity to all individuals regardless of their race, age, religion, sex (including sexual orientation and gender identity), ethnicity, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law.