CLASS TITLE: REPROGRAPHICS SUPERVISOR

BASIC FUNCTION:

Under the direction of the director of communications, plan, coordinate and supervise the functioning of the print shop personnel, assuring the quality and timely delivery of printed materials. Responsible for continuous operation and maintenance of equipment, assuring the quality and timely completion of printed materials.

REPRESENTATIVE DUTIES:

1. Plan, coordinate, and supervise the operation of the print shop, serving as backup or securing backup for all staff functions.

2. Establish work schedules; assign priorities and appropriate processes of incoming work orders; coordinate schedules and time lines with users, and resolve problems.

3. Perform typesetting and composing work related to the production of various documents; provide recommendations regarding typestyle, formats, design, and paper stock.

4. Ensure that pre-press digital setup is conducted effectively.

5. Prepare and maintain production and inventory records and cost reports; prepare and maintain other reports, records, and files, as necessary.

6. Supervise, evaluate, and assist in the selection of assigned staff; train and provide work direction as needed.

7. Estimate job costs; compute and prepare charges; maintain production records and charge-back system.

8. Coordinate all jobs that are Aout-sourced@ to other print shops.

9. Complete all cost-accounting and reporting procedures for Fiscal Services, various departments and programs.

10. Assist in the recommendations of upgrade and purchasing of equipment.

11. Order and maintain supplies related to reprographics and the print shop.

12. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Modern office practices, procedures and equipment.
Health and safety regulations.
Statistical and financial record-keeping.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Oral and written communication skills.
Principles and practices of supervision and training.
Computerized office equipment.
Design and layout techniques.
Reprographics terminology and technical aspects of field of specialty.
Interpersonal relations skills using tact, patience and courtesy.

ABILITY TO:
Plan and organize work, meeting schedules and time lines.
Analyze situations accurately and adopt an effective course of action.
Train and supervise personnel.
Maintain records and prepare reports.
Make arithmetic calculations quickly and accurately.
Establish and maintain effective working relationships with others.
Estimate costs of time and materials used in reprographics.
Order and maintain stock and equipment.
Work independently with little direction.
Work confidentially with discretion.
Communicate effectively both orally and in writing.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and five years of increasingly responsible experience in the reprographics area and three years of experience in supervision.

WORKING CONDITIONS:
Duplicating Center environment.

APPROVED BY PERSONNEL COMMISSION: December 17, 1992
REVISIONS APPROVED BY PERSONNEL COMMISSION: July 22, 2004