Title: Printing Supervisor 2

Pay Scale Group: 32

Essential Function

Under general supervision from a designated administrator, supervise all phases of print shop operations involving large equipment, assist print shop management with minor administrative duties; function as skilled printing machine operator.

Characteristic Duties

1. Supervise all phase of print shop operations and personnel (i.e., process printing jobs on large format equipment, including close registration and color overlay), maintain print shop practices and procedures, plan jobs, assign, review, inventory control; training personnel; maintain work flow; may assist with procedure development.

2. Maintain communication with other divisions and departments concerning details of printing services; provide information and advice.

3. Perform other related duties as assigned (i.e., prepare cost estimates; order stock and supplies; schedule services; maintain quality controls; prepare production reports and budget projections, perform clerical and technical tasks related to printing process, maintain production records and files; maintain employee time and progress records; repair and perform preventive maintenance on equipment, etc.); may function on behalf of administrative supervisor.

4. Function as skilled operator, when necessary, in production of high quality jobs on all print shop equipment.

Unusual Working Conditions

- Exposure to large equipment.

Minimum Qualifications

- High school diploma or equivalent. Must have at least three (3) years related work experience and two (2) years supervisory experience in an offset printing operation.

Last updated: September 2003

An affirmative action/equal opportunity institution