Title: Supervisor, Telephone Directory

Pay Scale Group: 63

Essential Function

Under general supervision from designated supervisor, perform coordination and publication work for printing of telephone directories; maintain directory related databases; provide supervision and work direction to lower level staff.

Characteristic Duties

1. Design and implement work procedures for computerized directory information installation, operation, and maintenance (e.g., maintain database integrity, coordinate data entry and data update; provide customer support; prepare information for vendor bidding, etc.).

2. Assist with computer-based information systems development and maintenance; write and modify simple application programs, assist in developing plans for implementing simple application systems; review results of test routines for correction.

3. Prepare directly for publication (e.g., verify information, update databases, utilize PC/software to produce documents and directory drafts, etc.); act as a liaison with printers, vendors and department; direct, review, and evaluate publication work.

4. Supervise lower level staff; provide functional and administrative supervision.

5. Perform related clerical tasks (e.g., prepare correspondence, reports, labels, etc.); proofread directly listings and correct errors; coordinate directory distribution, etc.

6. Perform related data entry as needed.

7. Perform related duties based on departmental need.

Unusual Working Conditions

• N/A

Minimum Qualifications

• High school/GED diploma is required; two years secretarial or data processing experience is required; one year publication coordination or desk top publishing is required.

Last updated: January 1998

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