

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
General Services

UNIT OR OFFICE
State Printing

POSITION CONTROL NUMBER
13504.0

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
 Printing Machine Operator Supervisor 13517.0 Management Analyst Supervisor

NORMAL WORKING HOURS (Explain unusual or rotating shift)
7:30 a.m. – 4:30 p.m. Page 1 of 1

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
60	<p>Oversees printing operations: develops & monitors production schedule; establishes job priorities; monitors quality standards; maintains inventory levels & ensures delivery of printed material; may lift, push, pull or otherwise move up to 50 lbs of paper products or equipment. Assigns unit work order numbers; reviews printing orders for completeness; cross checks finished work & inputs information into tracking system. Recommends changes in printing policies & procedures. Supervises & trains printing machine operators: assists in development of work rules; evaluates performance; recommends discipline; approves leave & employee time cards. Trains staff in daily operation of high-speed xerographic duplicators, Digipath software & variety of bindery equipment to produce high quality, close-registration printed material.</p>	<p>Knowledge of (1) print shop operations; (2) graphic communication technology; (3) printing equipment safety practices & procedures; (4) supervisory principles/techniques; (5) employee training & development; (6) inventory control; (7) public relations, Skill in (8) operation of offset or letterpress printing machines & peripheral printing equipment (e.g., duplicator, folders, plate makers, binders, cutters, collators); (9) operation of personal computer & associated hardware/software (e.g., MS Office Suite, Digipath*). Ability to (10) carry out assigned tasks within noisy environment; (11) understand mechanical procedures; (12) work within deadlines; (13) answer routine telephone inquiries from public; (14) demonstrate dexterity to use arms, hands & fingers skillfully; (15) lift, push, pull or otherwise move up to 50 lbs.</p>
35	<p>Works with Digipath software for transferring electronic files to printers connected to network. Prepares PDF files with Adobe software; operates personal computer & utilizes software (e.g., MS Office Suite, PageMaker, Quark Express, Corel Word, Freehand & All in One) in digital printing. Operates related printing or bindery equipment (e.g., paper folders, paper cutters, drills, joggers, staplers, stitchers & shrinkwrappers) to complete production requests.</p>	<p>Knowledge of 1, 2, 3 Skill in 9, (16) PageMaker, Quark Express, Corel Word, Freehand & All in One*. Ability to 10, 11, 12, 13, 14, 15</p>
5	<p>Meets with agency representatives from all state agencies to answer inquiries regarding production, problem solving, scheduling of services & preparation of printing specifications.</p>	<p>Knowledge of 1, 2, 7 Ability to 11, 12 *developed after employment</p>

CLASS TITLE
Printing Machine Supervisor

CLASS NUMBER
52735

Apd 8-11-03 CLB

- List Position Numbers and Class Titles of Positions Directly Supervised:
- 13306.0 Office Assistant II
 - 13514.0 Printing Machine Opr 13534.0 Printing Machine Opr
 - 13520.0 Printing Machine Opr 13546.0 Printing Machine Opr
 - 13526.0 Printing Machine Opr
 - 13010.0 Electronic Design Coordinator

SIGNATURE OF AGENCY REPRESENTATIVE DATE

Richard M. Hickman 08/23/03