

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS105740

DIVISION OR INSTITUTION
General Services Division

UNIT OR OFFICE
State Printing & Mail Services

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20005586

Reclassification New Position Update Position Hyperlinked to

USUAL WORKING TITLE OF POSITION POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Printing Machine Supervisor 20072938 Administrative Officer 3

Permanent Classified Overtime: Eligible Exempt Bargaining Unit 22
 Temporary Unclassified
 Intermittent Essential If FLSA Exempt, exemption type: Administrative Page 1 of 1

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 7:30 a.m. TO: 4:30 p.m. Report in location subject to change

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
75	Oversees printing operations of State Printing's main center &/or satellite copy center: 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 & input information into tracking system; supervises & trains printing machine operators (e.g., assists in development of work rules; evaluates performance, recommends discipline, approves leave & employee time cards); coordinates, monitors & evaluates training of staff in daily operation of high-speed xerographic duplicators, front end software & variety of bindery equipment to produce high quality, close registration printed material; contributes to & participates in periodic customer & user group training events.	Knowledge of (1) print shop operations; (2) graphic communication technology; (3) printing equipment safety 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). Ability to (10) carry out assigned tasks within noisy environment; (11) understand mechanical procedures; (12) work within deadline; (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.
5	Meets with agency representatives from all state agencies to answer inquires regarding production, problem solving, scheduling of services & preparation of printing specifications.	Knowledge of 1, 2, 7 Ability to 11, 12
20	Works with front end software for transmitting 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 Xpress, Corel, Freehand, Adobe CS & Avanti) in digital printing; operates related printing & bindery equipment (e.g., paper folders, drill, joggers, staplers, stitchers & shrinkwrappers) to complete production requests; ensure all hardware is maintained to highest operational & safety standards This position is overtime exempt.	Knowledge of 1, 2, 3 Skill in 9, (16) PageMaker, Quark Xpress, Corel, Freehand & Avanti*. Ability to 10,11,12,13,14,15 *developed after employment

JOB CODE TITLE
Printing Machine Supervisor

JOB CODE
52735

List Position Numbers & Job Titles of Positions Directly Supervised:
20005600 Printing Machine Operator 20005610 Electronic Design Coordinator
20005601 Electronic Design Coordinator
20005604 Printing Machine Operator
20005605 Printing Machine Operator
20005608 Printing Machine Operator

SIGNATURE OF AGENCY REPRESENTATIVE
Jeffrey Westhoven

DATE
11/10/09

april 1-15-10 ad