

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 20005603	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input checked="" type="checkbox"/>	
	USUAL WORKING TITLE OF POSITION Printing Machine Supervisor		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20072938 Administrative Officer 3	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input checked="" type="checkbox"/> Essential	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt	Bargaining Unit 22
	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	Knowledge of 1, 2, 3 Skill in 9, (16) PageMaker, Quark Xpress, Corel, Freehand & Avanti*. Ability to 10,11,12,13,14,15
This position is overtime exempt.		*developed after employment.

JOB CODE 52735	List Position Numbers & Job Titles of Positions Directly Supervised: 20005577 College Intern 20005607 Printing Machine Operator 20005584 College Intern 20005608 Printing Machine Operator 20005595 Printing Machine Operator 20005609 Printing Machine Operator 20005599 Printing Machine Operator 20005611 Printing Machine Operator 20005601 Electronic Design Coordinator 20077159 Printing Machine Operator 20005602 Electronic Design Coordinator 20005606 Printing Machine Operator	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
		<i>Jeffrey Westhoven/uc</i>	7/20/09

april 7-21-09 al