

POSITION DESCRIPTION		AGENCY/DEPT ID DAS/DAS105770
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE State Printing & Mail Services	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006536	<input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/>
			Agency Organizational Tree
	USUAL WORKING TITLE OF POSITION State Printing - Print Services 3 rd Shift Supervisor		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR See Table of Organization
<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 If FLSA Exempt, exemption type: Administrative
			Bargaining Unit 22 Page 1 of 1
NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 12:00 AM TO: 8:30 AM Report in location & work hours subject to change.			

JOB DESCRIPTION AND WORKER CHARACTERISTICS		
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
70	Directs printing operations of State Printing's Mainframe Print Services, main copy center &/or satellite copy center & supervises printing personnel; develops & monitors production schedule; resolves complex & difficult mainframe & network printing problems; sets shift print production priorities; develops shift's standard operating procedures; 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; reviews print jobs for completeness & accuracy; cross checks finished work & inputs information into tracking system; supervises & trains printing machine operators (e.g., assists in development of work rules; evaluates performance, recommends discipline, approves leave & payable time); coordinates, monitors & evaluates training of staff in daily operation of high-speed laser printers, impact printers, & peripheral equipment; contributes to & participates in periodic customer & user group training events; responds to printing issues 24 hours/day, 7 days/week which may require overtime or call back; may be required to carry cell phone or wear pager.	Knowledge of (1) print operations; (2) IBM/Xerox high speed laser printers, peripheral equipment, automated paper handling equipment, IBM JES3/MVS messages, Windows messages; (3) printing equipment safety procedures; (4) supervisory principles/techniques; (5) employee training & development; (6) inventory control; (7) public relations. Skill in (8) operation of high speed printers & peripheral printing equipment; (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.
20	Operates computer terminals (e.g., IBM JES3/MVS & Windows) & peripheral computer equipment in order to transmit files to printers connected to network: schedules computer print production jobs/data runs; assembles computer printouts/reports; ensures accurate & timely equipment maintenance tracking; interfaces with software engineers & vendor representatives to resolve problems & provide immediate operational requirements	Knowledge of 1, 2, 7 Ability to 11, 12
10	Communicates with other shift supervisors for start of shift & end of shift workload turnover: interfaces with user agency personnel; advises employees in problematic situations; maintains accuracy of shift logs & all records; attends meetings, conferences & technical seminars; other duties as assigned.	Knowledge of 1, 2, 3 Skill in 9 Ability to 10, 11, 12, 13, 14 *developed after employment.

JOB CODE 52735	List Position Numbers & Job Titles of Positions Directly Supervised: SEE TABLE OF ORGANIZATION	SIGNATURE OF AGENCY REPRESENTATIVE <i>Jeffrey Westhorpe</i>	DATE 9/11/12

Appl 9.11.12 cas