

**BINDERY SUPERVISOR**

**Nature of Work:** Under moderate supervision, directs and oversees the production of a bindery in a state agency or institution; assigns work and reviews completed work for quality and for conformance with work order; trains employees; writes daily reports of work scheduled/completed; orders supplies; performs routine maintenance/repairs of bindery equipment and, if necessary, orders machine parts; operates various bindery equipment as needed during rush jobs or to fill in for absent employees. Performs related work as required.

**Examples of Work**

- Schedules incoming work and assigned work to bindery employees.
- Examines stitched or bound books to ensure that pages are bound in numerical or folio order and for such defects as imperfect binding, ink spots and torn, loose, or unevenly printed pages.
- Ensures that work is completed in a timely manner and is in compliance with work order.
- Trains new employees in proper bindery procedures and operation of machines.
- Cross-trains experienced employees to promote familiarity with and skill in operating all types of bindery equipment.
- Performs minor maintenance/repairs on equipment or notifies service representative; orders necessary replacement parts.
- Sets up, feeds and tends various bindery machines to collate, fold and bind printed materials as needed during rush jobs or to fill in for absent employees.
- Writes daily reports on work scheduled/completed by the bindery staff.
- Orders supplies such as staples or plastic ring binders.

**Knowledge, Skills and Abilities**

- Knowledge of bindery techniques and practices.
- Knowledge of bindery operations and work flow of a print shop and bindery.
- Knowledge of basic arithmetic.
- Skill in setting up, operating and adjusting bindery equipment for simple to complex jobs.
- Ability to train and direct the work of others.
- Ability to understand and follow detailed oral and written instructions.
- Ability to give detailed oral and written instruction to others.
- Ability to set up, operate and adjust collator, folder, stitchery, mini-binder, paper punch and drill and other equipment related to bindery operations.
- Ability to perform minor maintenance/repairs on bindery equipment.

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**BINDERY SUPERVISOR (CONT'D)**

**Knowledge, Skills and Abilities (cont'd)**

Ability to write daily report on the status of work scheduled and/or in progress.

**Minimum Qualifications**

**Training:** Education equivalent to graduation from a standard four-year high school.

**Experience:** Four years of full-time or equivalent part-time paid experience in large print shop or bindery which must have included one year of experience in bindery work in a lead worker or supervisory capacity.

Established: 9/19/90  
Effective: 10/16/90