

PRINTING SERVICES SUPERVISOR 1**Nature of work**

Under general supervision, performs work at the full-performance level overseeing the production of a small print shop in a state agency or a specialty operation in the state publishing facility. Plans and assigns activities or printing jobs. Work requires an intense attention to detail. May operate printing and binding equipment as well as keep records of accounts and prepare invoices for billing. Performs related work as required.

Distinguishing Characteristics

The Printing Services Supervisor 1 is distinguished from the Printing Services Supervisor 2 by the responsibility to supervise a small print shop in a state agency or a unit in the state publishing facility where the operations and work processes are predictable and stable.

Examples of Work

Oversees pressroom operations by providing functional supervision of staff, consultation with user organizations of the print shop, and technical advice.
Fills out production sheets and costings; bills user organizations.
Orders supplies for the print shop.
May collate, fold, and staple printed materials; take photographs, develop negatives, and perform other duties assigned to the unit.
May maintain files of the unit's production, billings and examples of work.
May represent the printing/information unit at meetings.

Knowledge, Skills, and Abilities

Knowledge of various tasks in printing such as stripping negatives, offset printing, bindery tasks and process camera operation.
Knowledge of standard office practices and procedures.
Knowledge of the principles and practices of modern printing.
Skill in using a variety of printing machines and tools.
Ability to make technical or minor adjustments or repairs to machinery.
Ability to keep accurate records.
Ability to perform basic arithmetic.
Ability to discern substandard printing and to correct it.
Ability to establish effective working relationships with subordinates and user organizations.
Ability to instruct subordinates in proper high quality production.

PRINTING SERVICES SUPERVISOR 1 (CONT'D)

Minimum Qualifications

TRAINING: Graduation from a standard high school or the equivalent.

SUBSTITUTION: Two years of full-time or equivalent part-time paid experience as described below may be substituted for the required training.

EXPERIENCE: Four years of full-time or equivalent part-time paid experience in the operation of offset printing presses and/or the equipment related to electronic publishing, stripping of negatives, platemaking, and/or process camera operation, one of which must have been in a lead worker capacity.

SUBSTITUTION: (1) An associate degree in a field related to the operation of off-set printing presses, and/or equipment related to electronic publishing, stripping of negatives, platemaking, and/or process camera operation may be substituted for two years of the required experience.

OR

(2) Completion of a formalized training course offered by Job Corps, OIC, business school or a vocational school may be substituted for one year of the required experience.

OR

(3) Any combination thereof.

Established: 10/16/90
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