

PRINTING SERVICES SUPERVISOR 2**Nature of Work**

Under general supervision, performs full-performance level overseeing and directing the production of a medium-sized print shop or a specialty operation in a state agency in the state publishing facility. Plans and assigns activities or printing jobs which are often of a complex and technical nature. 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 Characteristic

The Printing Services Supervisor 2 is distinguished from the Printing Services Supervisor 3 by the responsibility to supervise a medium-sized print shop in a state agency or a unit with a complex secondary mission in the state publishing facility where the operations and work processes are varied and subject to constant change.

Examples of Work

Oversees pressroom operations by providing functional supervision of staff, consultation with user organizations of the print shop, and technical advice. Determines work priorities for requests from user organizations. Fills out production sheets and costings; bills user organizations. Supervises the layout and paste-up of printing work. May collate, fold and staple printed materials, duplicate and bind materials, and perform other duties assigned to unit. Plans, assigns, and coordinates the work of subordinates. Interprets and applies departmental policies and regulations. Requisitions materials, equipment and supplies for use by subordinates. May maintain files of the unit's production, billings and examples of work.

Knowledge, Skills and Abilities

Knowledge of various tasks in printing such as stripping negatives, offset printing, bindery tasks and photography. Knowledge of standard office practices and procedures. Knowledge of the principals 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 functions such as addition, subtraction, multiplication, division and fractions. Ability to discern substandard printing and to correct it. Ability to establish effective working relationships with subordinates and user organizations.

PRINTING SERVICE SUPERVISOR 2 (CONT'D)

Knowledge, Skills and Abilities (cont'd)

Ability to plan, assign and coordinate the work of subordinates.

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 Five 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 offset 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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