



**CLASSIFICATION SERIES:**

Print Operations Occupation

**BARGAINING UNIT:**

Excluded

**Print Supervisor**

**SERIES PURPOSE:** The purpose of the Print Operations occupation is to operate digital press equipment and otherwise support printing operations.

**CLASS CONCEPT:** The class works under general supervision and requires thorough knowledge of printing practices, procedures, and operations in order to supervise staff, establish production schedules, maintain inventory of supplies, operate digital press equipment, set up and proof jobs, and assist in equipment maintenance and cleaning. Performs technical and administrative tasks.

**JOB DUTIES:** Incumbents may perform some or all of these duties or other job-related duties as assigned.

Plans, directs, and provides supervision and technical assistance to staff and student operators; assigns and reviews work; establishes timeframes for the completion of assigned tasks; trains and orients new employees; approves/disapproves requests for paid leaves; interviews candidates for employment and recommends hiring; evaluates employee work performance; receives and responds to grievances; provides assistance with the development of unit work procedures and policies; ensures adherence to health and safety procedures.

Oversees internal operations; coordinates projects, establishes specifications, selects vendors and works with vendors to establish requirements; researches trends of the print and mail industry; responds to requests related to print order procedures and troubleshoots issues; evaluates condition of equipment; reports repairs and schedules service.

Coordinates all phases of print operations; assigns, coordinates, and reviews print jobs; schedules print jobs; compares invoices; adheres to contract guidelines; prepares specifications; estimates costs; approves proof.

Works with departments and offices and assists faculty in the development, design, and print of materials; orders supplies; prepares reports on cost of print; maintains files. Serves as contact person for vendors regarding specific print jobs; informs and educates departments on print standards.

Operates digital press equipment; performs finishing and bindery work.

Effective 11/05/2024

Completes tasks and projects within established timeframes and requirements.

Cleans and maintains the condition of equipment and work area.

Effectively communicates via phone, email, etc.; assists supervisor in various communications.

Responds to questions and resolves issues.

**OTHER FUNCTIONS AND RESPONSIBILITIES:** Assists with training new hires.

Performs any and all other duties assigned and/or required that are within the level of responsibility for this classification at the discretion of the supervisor.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of: print operations; print equipment safety practices and procedures; supervisory principles/techniques; employee training and development; inventory control; public relations; office printing practices and procedures.

Skill in: written and verbal communication.

Ability to: work within established deadlines; perform routine maintenance on equipment; prepare meaningful, concise, and accurate reports; work in a team environment on multiple projects; answer routine inquiries; operate computer equipment and software programs.

(\*) Developed after employment.

**MINIMUM QUALIFICATIONS:** High school diploma or GED; two years of experience in print operations to include operating two color presses and large printing machines; one year of supervisory experience; demonstrated knowledge of inventory control and bindery procedures; demonstrated experience operating computer equipment and software programs.

**REQUIRED CERTIFICATIONS, TRAINING, AND/OR LICENSURES:** None

**PHYSICAL REQUIREMENTS:** In accordance with the U.S. Department of Labor physical demands strength ratings, this position will perform medium work.

**MEDIUM:** work involves exerting 20 to 50 pounds of force occasionally, or 10 to 25 pounds of force frequently, or an amount greater than negligible and up to 10 pounds constantly to move objects.

**UNUSUAL WORKING CONDITIONS:** Exposed to noisy equipment, chemical fumes, and ink stains.