

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

CLASS TITLE: PRINT SHOP SUPERVISOR
DEPARTMENT: GENERAL SERVICES
REPORTS TO: DEPARTMENT DIRECTOR

CLASS CODE:
FLSA STATUS: Exempt
DATE: 11/03

JOB SUMMARY AND DISTINGUISHING FEATURES:

Under general supervision supervises and participates in print shop and mail services operations and staff; operates equipment to print materials for the County; and performs other related duties as assigned.

SUPERVISION EXERCISED:

Exercises technical and functional supervision over print shop and mail services staff.

ESSENTIAL JOB FUNCTIONS: *(This class specification may not include all the duties listed, nor do the examples cover all the duties that may be performed.)*

Supervise employees of the print shop and mail services by participating in the selection of personnel, recommending and/or implementing hiring, scheduling, discipline, suspension and discharge of assigned employees.

Evaluate the performance of print shop and mail services support staff by providing regular input regarding quality and quantity of work; provide employees with guidance and direction to correct deficiencies and improve productivity.

Provide training to staff in the proper use and operation of equipment, proper work methods, techniques and safety requirements, such as OSHA standards.

Determine most effective way in which to handle printing orders by conferring with other departments and offices regarding design and execution of printing orders, including color and type of paper, scheduling the work, type of printing and layout.

Set up and operate offset printing machine, high-speed copier, collator, stapler and perform bindery work.

Proof and review initial copies prior to printing.

Process requisitions for each printing job and price finished printing jobs.

Participate in the development, administration and monitoring of the division's budget by projecting needs for staff, equipment, materials and supplies and providing the information to management.

Operate process camera including film exposure, development, and stripping.

Maintain adequate inventory by determining necessary standing stock levels in order to adjust and replenish stock, which supports print shop and mail services activities.

Perform routine maintenance of printing equipment including cleaning, filling, loading, lubricating and routine repairs and ensure that the work area is maintained in a clean and hazard-free condition.

Prepare light-sensitive plates for printing by burning plates on carbon-arc plate burner.

Supervise inmates, work release and community service individuals in the performance of printing duties.

Ensure that assigned staff performs duties and responsibilities in a safe and prudent manner, which does not expose them or others to unnecessary harm or risk of on-the-job injury.

MATERIAL AND EQUIPMENT USED:

Copy Machine	Paper Cutter	Folder	Paper Drill	Saddle Stitcher
Offset Press	Process Camera	Joger	Light Table	Hand Collators
Electric Stapler	Typewriter	Triangle	T-Square	Exacto Knife
Mechanical Tools	Plate Maker			

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Two years of printing experience at a level equivalent to a Printer II with Mendocino County; and/or,

Any combination of education, training and experience that provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

None

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Printing practices and techniques, including safety practices.

Paper grades, durability, absorbency and other qualities.

Principles and practices of supervision and training.

Record keeping, report preparation, filing methods and records management techniques.

Correct English usage, including spelling, grammar, punctuation, and vocabulary.

Principles and procedures of financial record keeping and reporting.

Standard business arithmetic, including percentages and decimals.

Skill and Ability to:

Manage and coordinate the work of assigned personnel.

Select, supervise, train and evaluate staff.

Prepare and administer budgets.

Use tact, discretion, initiative and independent judgment within established guidelines.

Organize work, set priorities, meet critical deadlines and follow up on assignments with a minimum of direction.

Use and maintain all equipment and tools utilized in the essential functions of the job, including perform routine repairs.

Accurately proofread copy with accompanying knowledge of grammar, punctuation and spelling.

Communicate in a clear, concise manner, both orally and in writing.

Read and interpret documents such as safety rules, procedure manuals, operation and maintenance instructions.

Write routine reports and correspondence.

Add, subtract, multiply and divide whole numbers, common fractions and decimals.

Working Conditions:

While performing the essential functions of this job the employee is regularly required to stand, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, speak and hear, walk, sit, and lift and/or move up to 100 pounds.

While performing the duties of this position, the employee is exposed to moving mechanical parts of equipment, tools or machinery, risk of electrical shock and toxic or caustic chemicals.

The incumbent's working conditions are typically very loud.

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This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.