Reproduction Processes Supervisor I

Class Code 1471
Date Established 6-4-73
Date Revised 1-1-78
Occupation Index Reference D-3

DEFINITION:

Under general supervision, plans, coordinates and directs the operations of a reproduction center utilizing a variety of equipment such as offset printing presses, direct contact duplicating process equipment, magnetic tape typewriters and composers capable of reproducing printed materials of all kinds and involving a variety of reproduction processes of a moderate level of difficulty and complexity.

Examples of Typical Activities:
Incumbents of positions in this class supervise the operations of a reproduction center having a variety of equipment capable of reproducing reports, pamphlets, brochures, charts, tables and other printed material. Most of the work of the reproduction center can be handled by standard equipment and generally accepted reproduction processes. The incumbents of positions in this class will personally perform the work which requires the use of special equipment capable of handling more difficult kinds of work, i.e., multi-color, close register or exact scale work. The incumbents of positions in this class are responsible for maintaining a wide variety of reproduction equipment.

The incumbents of positions in this class are responsible for the implementation of operational policies and procedures covering the services of the reproduction center: this includes the determination of priorities, controlling the flow of work through the center and final review of completed work for conformance to established standards. The incumbents must also maintain adequate records of the work performed and of the use of supplies and materials for reporting purposes and justification of budgetary support.

The incumbents of positions in this class are also responsible for providing specific and technical advice and assistance to the people using the services of the reproduction center on such matters as the costs of a particular request in terms of time and money, relative priority and/or status of requests or the determination of whether or not a particular request is within the capability of the reproduction center.

The incumbents of positions in this class are responsible for assigning and reviewing the work performed by the subordinate staff members in the reproduction center; for evaluating their performance and for taking and recommending appropriate personnel actions related to these staff members.

MINIMUM QUALIFICATIONS:

Knowledges and Abilities:
Thorough knowledge of the use of offset and direct contact reproduction equipment and processes.

Ability to judge reproduction capabilities of various pieces of equipment; ability to operate and maintain various pieces of reproduction equipment; ability to supervise the work of others; ability to coordinate work flow and set priorities; ability to keep records and make simple reports; ability to establish and maintain cooperative working relationships with co-workers and clients; ability to read and write at a level appropriate to the duties of the position; ability to make arithmetical computations.

and

Experience:
Three years of experience in the operation of a variety of offset and direct contact reproduction equipment.

` **Work Week Group:** 4A
Premium O/T: No
Shift Differential: Yes
Employee Category: Non-Academic