

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV31506
Job Class Code:	530	Salary Schedule:	AREG
EEO Category:	07	Grade:	17
Workers Comp Code:	9410		

Job Code Established:	07/01/89	Effective Date:	07/01/89
Job Code Revised:		Effective Date:	

JOB CODE SERIES: Printing and Graphic Arts Series

JOB CODE TITLE: **DUPLICATING SERVICES SUPERVISOR II**

HRIS TITLE: **DUPLG SVCS SPV II**

CHARACTERISTICS OF THE CLASS: Works under supervision of Duplicating Services Supervisor. Has the authority to reproduce jobs in most efficient and cost effective manner; to schedule work; to control quality of work. Assists in supervision of a large print shop; supervises all press and duplicating operations including complex three and four-color assignments that require close tolerance. Work product consists of a functioning work unit; finished printed material. Responsible for reproduction work produced by a large staff of skilled operators; maintaining quality and safety standards.

EXAMPLES OF DUTIES: Supervises and instructs subordinate workers, some of whom are highly skilled in operation of offset equipment performing complex multi-color work requiring exact registration. Inspects work of subordinate workers for quality control. Reviews work products and achievements of subordinate workers, evaluates work and formulates plans for improvement. Maintains workflow and standards of quality to meet schedules, deadlines, and customer needs. Reviews completed work for quality and accuracy. Maintains logs; prepares reports, estimates and billings. Operates offset printing equipment; prints a variety of line, half-tone, solid and multi-color copy that requires exact registration. Orders supplies as needed to maintain efficient production. Performs related work as required.

WORK CONDITIONS: Works in area where unpleasant odors of inks and chemicals exist; may be required to lift up to 50 pounds.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: department regulations, procedures and policies related to the assignment; all operations and administrative processes, procedures and techniques applicable to a large print shop operation; the principles and practices of leadership and work management; office practices and procedures.

Skill in: operating full range of print shop equipment including offset press and process camera.

Ability to: communicate verbally and in writing; apply principles and practices of leadership and work management; motivate and encourage subordinate staff; perform mathematical calculations; lift up to 50 pounds; maintain administrative logs, files and records; establish and maintain effective work relationships.

SPECIAL SELECTION FACTORS: May require ability to pass a post-offer physical exam.