

## CLASSIFICATION SPECIFICATION

<b>FLSA:</b>		<b>Job Code:</b>	<b>ACV31507</b>
<b>Job Class Code:</b>	<b>530</b>	<b>Salary Schedule:</b>	<b>AREG</b>
<b>EEO Category:</b>	<b>01</b>	<b>Grade:</b>	<b>19</b>
<b>Workers Comp Code:</b>	<b>9410</b>		

<b>Job Code Established:</b>	<b>07/01/89</b>	<b>Effective Date:</b>	<b>07/01/89</b>
<b>Job Code Revised:</b>		<b>Effective Date:</b>	

**JOB CODE SERIES:** Printing and Graphic Arts Series

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

**HRIS TITLE:** **DUPLG SVCS SPV III**

**CHARACTERISTICS OF THE CLASS:** Works under general supervision of an Administrative Officer. Has the authority to make decisions that promote the safest, most efficient and effective operation possible. Plans and directs the operation of a large, complete print shop. Work product consists of a well-organized, smooth-running operation; high quality printed material for satisfied customers. Responsible for directing the operation of a large, complete printing function.

**EXAMPLES OF DUTIES:** Directs, instructs, and counsels subordinate personnel who are supervisors, lead workers, or highly skilled technicians carrying out tasks requiring considerable judgment or creative efforts. Inspects work in progress; instructs, directs, and advises subordinate supervisors and others, as necessary. Reviews work products and achievements of subordinate workers; evaluates work, and formulates plans for improvement. Designs and implements latest production techniques and evaluates procedures to provide quality, dependable, and cost effective production. Maintains workflow to meet schedules, deadlines, and customer needs. Estimates cost of work received. Establishes and maintains standards of quality and safety. Conducts staff meetings. Requisitions supplies, equipment and material. Motivates staff and encourages cooperation between units. Attends management meetings. Plans and projects budgetary requirements. Confers with customers on technical requirements of jobs, negotiates job completion time. Maintains logs; prepares reports; performs other administrative procedures. Offers solutions to technical and mechanical problems. 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 printing operation; principles and practices of leadership and work management; graphic arts printing; office practices and procedures.

**Skill in:** operating full range of duplicating 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; establish and maintain effective work relationships; adjust to changing demands and priorities; perform mathematical calculations.

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